

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Mutual Agreement to Terminate Fixed-Term Contract

Dear [Employee Name],

This letter serves as a formal record of our mutual agreement to terminate your fixed-term employment contract dated [Original Start Date], which was originally scheduled to end on [Original End Date].

Following our discussion on [Date of Discussion], both parties have agreed that your employment will now conclude on the new revised date of [New End Date].

Under the terms of this mutual agreement:

- Your final working day will be [Date].
- Your final salary payment, including any accrued but unused vacation days, will be paid on [Date].
- All other contractual obligations, including [Confidentiality/Non-Compete clauses], shall remain in effect following the termination.

By signing this letter, both [Company Name] and [Employee Name] acknowledge that this termination is mutual and that neither party has any further claims against the other arising from the early conclusion of this contract.

We thank you for your contributions during your tenure and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Authorized Representative]
[Job Title]

Acknowledgment and Acceptance:

I, [Employee Name], hereby agree to the terms of the mutual termination of my fixed-term contract as outlined above.

[Employee Signature]

[Date]