

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Mutual Termination of Fixed-Term Employment Contract

Dear [Employee Name],

This letter serves to formally record the mutual agreement between [Company Name] and [Employee Name] to terminate the fixed-term employment contract dated [Original Contract Start Date].

Both parties have consulted and agreed that the employment relationship will conclude earlier than the originally specified end date of [Original End Date]. The new agreed-upon final date of employment will be [New Termination Date].

Terms of Termination:

- **Final Salary:** You will be paid your salary up to and including the final date of employment.
- **Notice Period:** Both parties agree to waive any further notice periods required by the original contract.
- **Outstanding Leave:** Any accrued but untaken annual leave will be paid out in your final paycheck, subject to standard deductions.
- **Company Property:** You agree to return all company property, including laptops, keys, and documents, by [Date/Time].
- **Confidentiality:** You are reminded that your obligations regarding confidentiality and trade secrets as outlined in your original contract remain in effect following termination.

By signing this letter, both parties confirm that they have no further claims against each other arising from the employment relationship or its termination.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Yours sincerely,

[Name of Authorized Signatory]
[Job Title]
For and on behalf of [Company Name]

Employee Acceptance:

I, [Employee Name], hereby accept and agree to the terms of this mutual termination agreement.

[Employee Signature]

Date: _____