

Termination Conditions of Agreement

Date: [Insert Date]

To: [Recipient Name]
[Recipient Company/Address]

Subject: Termination Conditions of This Letter

Dear [Recipient Name],

This letter outlines the specific conditions under which the agreement between [Your Name/Company] and [Recipient Name/Company] may be terminated:

1. Termination for Convenience

Either party may terminate this agreement by providing [Number] days of written notice to the other party.

2. Termination for Cause

This agreement may be terminated immediately if either party fails to fulfill the obligations stated in the terms, provided the breaching party does not fix the issue within [Number] days of notification.

3. Termination for Insolvency

Either party may terminate this agreement immediately if the other party becomes insolvent, files for bankruptcy, or ceases to conduct business.

4. Effects of Termination

Upon termination, all outstanding payments must be settled within [Number] days. All confidential information and materials must be returned to the original owner.

Please acknowledge your receipt and understanding of these conditions by signing below.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Accepted by:

Signature: _____

Date: _____