

Date: [Insert Date]

To: [Agent Name]

Agent ID: [Insert ID Number]

Address: [Insert Agent Address]

Subject: NOTICE OF FINAL TERMINATION OF AGENCY AGREEMENT

Dear [Agent Name],

This letter serves as formal notification that your agency agreement with [Company Name], dated [Original Agreement Date], is hereby terminated effective [Termination Date].

Following a review of [mention reason, e.g., performance issues, breach of contract, or business restructuring], the company has decided to move forward with a final termination. Please be advised that this decision is final and absolute. There is no provision for reinstatement of your contract at any point in the future.

Requirements for Finalization:

- **Cessation of Representation:** Effective immediately, you must cease all marketing, solicitation, and representation of [Company Name].
- **Return of Property:** All company-owned equipment, confidential documents, client lists, and branding materials must be returned to [Location] by [Date].
- **Final Accounting:** Any outstanding commissions due will be reconciled and paid according to the terms of your agreement on the next scheduled payment cycle.

Please acknowledge receipt of this letter by signing below and returning a copy to the Human Resources/Legal department.

We thank you for your past services and wish you the best in your future endeavors.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title]

[Company Name]

Acknowledgment of Receipt:

I, [Agent Name], acknowledge receipt of this final termination notice and understand that I am not eligible for reinstatement.

Signature: _____ Date: _____