

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: NOTICE OF ABSOLUTE SEVERANCE AND CONTRACT TERMINATION

Dear [Recipient Name],

This letter serves as formal notification that I am exercising my right to terminate the contract/agreement dated [Date of Agreement] between [Your Name/Company Name] and [Recipient Name/Company Name], effective immediately as of [Effective Date].

This action constitutes an absolute severance of all professional ties, contractual obligations, and ongoing associations. From the effective date forward, no further services shall be rendered, and no further obligations shall be incurred by either party under the terms of the aforementioned agreement.

Please take note of the following requirements regarding this severance:

- **Final Settlement:** All outstanding invoices and financial obligations must be settled by [Date].
- **Property Return:** Any physical or intellectual property, data, or equipment belonging to [Your Name/Company] must be returned no later than [Date].
- **Confidentiality:** All existing non-disclosure and confidentiality clauses within the original agreement remain in full force and effect following this termination.
- **Communication:** All future communication regarding this matter must be directed in writing to [Name/Email/Legal Counsel].

Please acknowledge receipt of this notice and confirm that all necessary steps are being taken to finalize this termination.

Sincerely,

[Signature]

[Your Printed Name]