

# **BILATERAL AGREEMENT TO TERMINATE ENGAGEMENT**

Date: [Insert Date]

**Party A:** [Insert Name/Company Name]  
[Insert Address]

**Party B:** [Insert Name/Company Name]  
[Insert Address]

## **1. Termination of Engagement**

This agreement (the "Termination Agreement") serves as a formal bilateral decision to terminate the Engagement Letter dated [Insert Date of Original Engagement Letter] (the "Original Agreement") regarding [Insert Brief Description of Services/Project].

## **2. Effective Date**

The parties mutually agree that the engagement shall officially terminate on [Insert Effective Termination Date].

## **3. Final Settlement and Payment**

Party A agrees to pay Party B the final sum of [Insert Amount] for services rendered up to the Effective Date. Upon receipt of this payment, no further fees, expenses, or compensation shall be owed by either party.

## **4. Deliverables and Property**

Party B shall return all proprietary information, data, and property belonging to Party A within [Insert Number] days. Party B shall provide all completed work-product or progress reports as specified in the Original Agreement up to the date of termination.

## **5. Release of Liability**

Both parties hereby release and forever discharge each other from any and all claims, demands, or causes of action arising out of or relating to the Original Agreement, effective upon the signing of this document.

## **6. Confidentiality**

All clauses regarding confidentiality and non-disclosure contained within the Original Agreement shall survive the termination of the engagement.

## **7. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of [Insert State/Country].

**Signatures:**

\_\_\_\_\_  
[Name of Representative for Party A]  
[Title]

\_\_\_\_\_  
[Name of Representative for Party B]  
[Title]