

TERMINATION AGREEMENT

Effective date: [DATE]. Complete the bracketed fields and remove unused options before signing.

Party A: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

Party B: [FULL LEGAL NAME], [ADDRESS], [NOTICE EMAIL].

1. CONTRACT AND END DATE

Original contract, date, parties and amendments: [DETAILS]. The parties mutually end it on [DATE / TIME]. Performance required until that time: [DETAILS]. Required third-party consents: [DETAILS OR NONE].

2. FINAL ACCOUNT

Unpaid fees, refunds, deposits, approved expenses and taxes: [ITEMIZED AMOUNTS AND CURRENCY]. Payment deadlines and method: [DETAILS]. Disputed amounts and resolution process: [DETAILS OR NONE]. No unlisted cancellation fee is created.

3. HANDOVER

Work in progress, files, property, keys, access credentials and records to transfer or return: [LIST, RESPONSIBLE PERSON AND DEADLINE]. Personal data retention or deletion and permitted records: [TERMS]. Customer or supplier notices: [RESPONSIBILITIES].

4. SURVIVING RIGHTS

Confidentiality, intellectual property licenses, warranties and other surviving provisions: [EXACT CLAUSE REFERENCES]. Accrued claims are [PRESERVED / RELEASED ONLY AS SPECIFICALLY DESCRIBED]. Any release scope and effective condition: [DETAILS OR NONE]. Termination alone does not transfer IP or release an outside guarantee.

5. IMPLEMENTATION

Contacts and final confirmation process: [DETAILS]. Failure to complete settlement or handover follows [NOTICE / CURE / REMEDY PROCESS]. Existing governing-law and dispute terms continue unless expressly changed here: [DETAILS OR NO CHANGE]. This agreement supersedes the original only on the termination matters stated above.

SIGNATURES

Party A: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]

Party B: [NAME]

Signature: _____ Date: _____

Signing capacity, if applicable: [TITLE / CAPACITY]