(On the letterhead of the *company*)

\_\_\_ [Date]

To

Ms

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reg.: Termination of Consultancy Agreement (the 'Agreement') entered into with you on \_\_\_\_\_\_\_\_\_\_\_\_**

This letter is issued pursuant to Clause \_\_\_\_\_ of the Agreement executed with you, dated \_\_\_\_\_.

Clause \_\_\_\_ of the Agreement entitles us to terminate this Agreement with a notice of \_\_\_ days [for convenience/ on \_\_\_\_\_ grounds]. For your convenience, the clause is reproduced below.

This letter amounts to a notice pursuant to Clause \_\_\_\_ of this Agreement. The last date for your services will be \_\_\_\_ [*Date*]. You are requested to complete handover of your work to \_\_\_\_\_\_\_ [Name/ Designation/ Ph./ Email].

*[If there are grounds, you can explain them here].*

Clause \_\_\_\_, \_\_\_\_ and \_\_\_\_ will continue to survive the termination of the Agreement.

Settlement of any payments or outstanding dues will be undertaken by \_\_\_\_, [name of person and designation], of \_\_\_\_\_ team.

For any clarifications, you may reach out to \_\_\_\_\_\_\_\_\_ [Name/ Designation/ Ph./ Email].

Kindly sign the acceptance part of this letter to confirm your receipt and acceptance of this notice.

For \_\_\_\_\_ [*Company Name*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ [*Name*]

\_\_\_\_\_\_\_\_ [*Designation*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Acceptance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I have received the letter dated \_\_\_\_\_\_ and accept the termination of the Consultancy Agreement entered into between me and \_\_\_\_\_ [*Name of the company*]. The termination shall be effective from \_\_\_\_ [*Date*].

I agree to honour \_\_\_\_, \_\_\_\_\_\_ and \_\_\_\_\_\_ clauses of the Agreement.

I agree to cooperate if I am contacted regarding any questions arising from my handover.

I further confirm that I have no dues pending from \_\_\_\_\_\_\_\_\_ as on\_\_\_\_ [*Date*].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Consultant

Date: \_\_\_\_\_\_\_\_