

[Print on one side or insert Address]

<<Consultant's Name>>  
<<Address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear << >>

### Termination Agreement

[Following our meeting], I confirm the termination of the Company's consultancy agreement dated <<insert date>> (the Agreement) and the Company therefore gives you notice to terminate the Agreement in accordance with clause number in respect of notice periods from consultancy agreement.

I confirm that the Company has no claim against you under any obligation to make a contribution to the Company under the Agreement before the termination date.

[The provisions regarding confidentiality of the Agreement will continue to apply to you after termination.]

**OR**

[[You] **OR** [<<insert name of service company>>] must not use, copy or disclose to any person any confidential information or other company in its group] or any confidential matters of which [you] **OR** [anyone working for <<insert name of service company>>] had knowledge as a result of providing the services under the Agreement.

[You] **OR** [<<insert name of service company>>] must return all Company property to [you] **OR** [<<insert name of service company>>] on or before the termination date.

Finally, [you] **OR** [<<insert name of service company>>] must delete irretrievably any information relating to the Company from any magnetic or optical disk or memory of any personal electronic equipment which has been in [your] **OR** [<<insert name of service company>>] premises.

Please do not hesitate to contact me if you have any questions and thank you for your contribution to the Company.

Yours sincerely,

<<Name & Title>>  
For and on behalf of <<Company Name>>