

Agent Termination Letter - Professional

Subject: Termination of Agency Agreement

Dear [Agent Name],

This message serves as notice of termination of your appointment as our authorized agent/representative, effective [Date].

As per the terms of our agency agreement, we are exercising our right to terminate this relationship with [notice period] days' notice. The decision is based on [reason - strategic changes/performance concerns/business restructuring].

Effective [Date], you will no longer have authority to act on our behalf or enter into agreements in our name. Please ensure all ongoing negotiations and commitments are transferred to our office immediately.

All commission payments for transactions completed prior to the termination date will be processed according to our existing agreement.

We appreciate your efforts during our business relationship.

Sincerely,

[Principal Name]

[Company/Organization Name]

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