

# NOTICE OF SEVERANCE & RELEASE OF CONTRACTS

LET IT BE KNOWN that this document, Notice of Severance & Release of Contracts is a formal announcement, to all whom it may concern, that

(AGENT) \_\_\_\_\_ ,

(STATE) \_\_\_\_\_ ,

( LIC # ) \_\_\_\_\_ ,

is no longer affiliated, or in any way connected to

(BROKER) \_\_\_\_\_ ,

(COMPANY) \_\_\_\_\_ .

By this proactive acknowledgement of severance; BROKER affirms that all forms of contractual obligation, regarding any professional production by AGENT while affiliated with COMPANY are:

- concluded with no pending contract commitments.
- pending with contractual performance completed (including commission payout).

All debits and credits between AGENT, BROKER, COMPANY and vendors have been settled.

Acknowledgement and receipt of copy:

\_\_\_\_\_  
Authorized Agent or Broker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position & Title

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail