

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Termination of Contract

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate the contract dated [Contract Date] between [Your Name/Your Company Name] and [Recipient's Company Name].

In accordance with the terms outlined in Section [XX] of our agreement, I am providing [X days/weeks] notice of termination, with my final day under the contract being [Final Date].

Please let me know if you need any further information or if there are specific steps you would like me to follow during this transition.

Thank you for our time working together. I wish [Recipient's Company Name] continued success.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position] (if applicable)