

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Termination of Contract

I hope this letter finds you well. I am writing to formally notify you of the termination of the contract dated [Contract Date], between [Your Company Name] and [Recipient's Company Name].

As per the terms outlined in the contract, we are providing [number of days/weeks] notice, with the final effective date being [Effective Termination Date].

Please ensure that all outstanding matters are settled by this date to avoid any complications. We appreciate the professional relationship we have shared and wish you success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]