

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

Dear [Recipient Name],

Subject: Termination of Contract

I am writing to formally notify you of the termination of our contract with [Company Name], effective [termination date].

This decision has been made after careful consideration, and it aligns with our current business strategy and goals. Per the terms outlined in our agreement, we will ensure that all outstanding obligations and responsibilities are met prior to the termination date.

Please confirm receipt of this letter and acknowledge the termination date. I appreciate the cooperation we have shared during our time working together.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]