

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

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

Dear [Recipient's Name],

Subject: Termination of Contract

I hope this message finds you well. I am writing to formally notify you of the termination of our contract dated [Contract Date], due to [brief reason for termination, if applicable].

According to the terms outlined in our agreement, I am providing [number of days/weeks] notice, and the effective termination date will be [Effective Termination Date].

Please let me know if there are any final tasks or obligations to complete before the termination date. I appreciate the collaboration we have had and wish you all the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company Name, if applicable]