

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

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

Dear [Recipient's Name],

Subject: Notice of Contract Termination

I am writing to formally notify you of my intention to terminate the contract dated [Contract Date], between [Your Name/Your Company Name] and [Recipient's Company Name]. This notice is provided in accordance with the termination clause outlined in the contract.

The effective date of termination will be [Effective Termination Date], which allows for the [number of days] days' notice as stipulated in the contract.

I appreciate the opportunity to work with you and wish you continued success. Please let me know if there are any final procedures or paperwork required on my part to complete this termination process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]