

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

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

Dear [Recipient's Name],

Subject: Termination of Contract

I am writing to formally notify you of the termination of our contract dated [Contract Date] regarding [Contract Subject/Description]. According to the terms outlined in our agreement, I am providing [Number of Days] days' notice of termination, with the effective end date being [Effective Termination Date].

The decision to terminate this contract was not made lightly, and I appreciate the opportunities we have had to work together. [Optional: Include a brief reason for the termination, if appropriate].

I kindly request that you confirm the receipt of this letter and any necessary steps to finalize the termination process. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to discuss this further if needed.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]