

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

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

Dear [Recipient's Name],
Subject: Notice of Termination

I hope this message finds you well. This letter serves as formal notification of the termination of [specific contract, employment, lease, etc.] that we have in place dated [start date of the agreement]. As per the terms outlined in our agreement, I am providing this notice [mention required notice period, if applicable] before the intended termination date of [termination date].

The decision to terminate this agreement was not made lightly, and I appreciate the experiences gained during our time together. [Optional: Briefly mention reasons for termination, if appropriate.]

Please ensure that any final obligations are fulfilled, including [mention any final payments, return of property, etc.]. Should you have any questions or require further discussion, please feel free to reach out to me directly at [your phone number or email].

Thank you for your understanding. I wish you and [Company/Organization Name] all the best in the future.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title, if applicable]