

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

Dear [Recipient Name],

Subject: Termination of Contract

I hope this letter finds you well.

I am writing to formally notify you of the termination of the contract between [Your Company Name] and Johnson & Johnson, dated [Contract Date].

According to the terms outlined in our agreement, we are providing

[number of days] days' notice, with the termination effective on

[Effective Termination Date].

[Optional: Brief explanation of the reason for termination, if applicable.]

We appreciate the opportunities we have had to work together and wish Johnson & Johnson continued success in the future. Please let us know if there are any outstanding matters that need to be addressed before the termination takes effect.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]