

[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: Notice of Contract Termination

I hope this letter finds you well. I am writing to formally notify you of the termination of our contract dated [Contract Start Date], as allowed under Section [Relevant Section] of the agreement.

The effective date of termination will be [Effective Termination Date], providing the required notice period of [XX days/weeks/months].

Please ensure that all outstanding matters are concluded by this date to facilitate a smooth transition.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position] (if applicable)