

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
Tzumi [Department or Office]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Termination of [Service/Contract/Employment]
I am writing to formally notify you of the termination of [specify
service, contract, or employment] with Tzumi, effective [termination
date].
[Optional: Briefly explain the reason for the termination, if desired.]
Please ensure that any outstanding matters are settled before the
termination date. I would appreciate a confirmation of receipt of this
letter and details regarding any final steps necessary.
Thank you for your understanding.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]