

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[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
[service/contract/employment] with Xnet, effective [termination date].

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

Please ensure that all outstanding matters are settled prior to the
termination date. I appreciate the support and services provided during
our time together.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title, if applicable]