

[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: Termination of Contract

I am writing to formally notify you of my decision to terminate the contract dated [insert contract date], for [brief description of the contract/services]. As per the terms outlined in Section [insert relevant section], I am providing [insert notice period, e.g., 30 days] notice of termination.

The last effective date of the contract will therefore be [insert last effective date]. I will ensure that all outstanding obligations and responsibilities are fulfilled prior to this date.

Please acknowledge receipt of this termination notice. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]