

[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 Services

I hope this message finds you well. I am writing to formally notify you of the termination of services between [Your Company Name] and [Recipient's Company Name], effective [effective date].

This decision comes after careful consideration, and we believe it is in the best interest of both parties. We appreciate the services rendered but have decided to pursue a different direction.

Please let us know how to proceed with any outstanding matters and the return of any company property, if applicable.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]