

Contract Termination Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal confirmation of the termination of the service contract between [Your Company/Name] and [Recipient Company/Name], effective [Termination Date].

As per the terms of the contract, we have provided the required notice period, and all obligations will cease upon the effective termination date. Please confirm receipt of this letter and the termination of our agreement.

Thank you for your services, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]