

Amicable Contract Termination Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of our intention to terminate the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name].

This decision has been made after careful consideration and is based on [briefly explain the reason, if necessary]. We believe it is in the best interest of both parties to part amicably.

As per the terms of our agreement, we propose an effective termination date of [Insert Termination Date]. We aim to ensure a smooth transition and would like to discuss any final obligations we may have during this period.

We appreciate the collaboration and opportunities we have shared and wish you continued success in your future endeavors.

Thank you for your understanding. Please feel free to reach out should you have any questions or wish to discuss this matter further.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]