

Contract Termination Notice

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice of termination for the contract dated [Contract Date] between [Your Name/Company Name] and [Recipient's Name/Company Name]. According to the terms outlined in the agreement, I am providing [number of days] days notice, with the effective termination date set for [Effective Date].

Thank you for your cooperation. Please confirm receipt of this notice.

Sincerely,

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