

# Contract Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient's Name],

Subject: Notice of Contract Termination

I am writing to formally notify you of my decision to terminate the contract dated [Insert Date of Contract] between [Your Name/Your Company] and [Recipient's Name/Recipient's Company].

As per the terms outlined in the contract, a notice period of [Insert Notice Period] is required. This notice will serve as the official termination notice effective [Insert Termination Date].

We appreciate the opportunity to have worked together and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]