

Contract Termination Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to terminate the contract dated [Contract Start Date], between [Your Name/Your Company Name] and [Recipient's Company Name]. As per the terms outlined in the contract, I am providing [Number of Days] days' notice, making the effective termination date [Effective Termination Date].

This decision is not made lightly, and I appreciate the opportunities that [Recipient's Company Name] has provided during our collaboration. I will ensure a smooth transition by completing any outstanding work and fulfilling my responsibilities during this notice period.

Thank you for your understanding. I wish [Recipient's Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title, if applicable]