

Logistics Operations Termination Memo

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Termination of Logistics Operations

Dear [Recipient's Name],

We regret to inform you that as of [Termination Date], all logistics operations associated with [Specify Project/Service Name] will be terminated. This decision was made after careful consideration and assessment of our current business objectives.

We appreciate the efforts put forth by your team during the course of this project. Please ensure that all outstanding matters are resolved and that necessary documents and items are returned by [Return Date].

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]