

# Termination of Services Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that we are terminating our services with [Recipient Company Name] effective [Effective Termination Date]. This decision has not been made lightly, and we appreciate the time and effort your team has contributed during our partnership.

As per the agreement, please consider this letter as the formal notice of termination. We kindly request that you complete any outstanding projects or services before the effective date.

We wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]