

Supplier Disengagement Announcement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Supplier's Company Name]

[Supplier's Address]

Dear [Recipient's Name],

We are writing to formally announce our decision to disengage from our supplier relationship with [Supplier's Company Name], effective [Effective Date]. This decision, while difficult, has been made after careful consideration of our business needs and objectives.

We would like to take this opportunity to express our gratitude for the services and products that you have provided over the course of our partnership. Your efforts have contributed to our projects and growth.

To ensure a smooth transition, we request that you assist us in concluding any outstanding orders or contracts by [Mention Deadline]. Our team will be in touch to facilitate this process.

If there are any questions or if you would like to discuss this matter further, please do not hesitate to reach out.

Thank you once again for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]