

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Termination Notice of Outsourcing Contract**

Dear [Recipient's Name],

We are writing to formally notify you that we are terminating our outsourcing contract dated [Contract Start Date], for the provision of [Services Provided]. This decision has been made after careful consideration and is effective as of [Termination Effective Date].

According to the terms outlined in our agreement, we are providing [number] days notice as required. All outstanding payments for services rendered up to the termination date will be settled promptly.

We appreciate the services you have provided and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]