

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally notify you of my decision to discontinue the contract dated [Contract Start Date] between myself and [Company Name]. As per the terms outlined in the agreement, I am providing this notice [number of days, e.g., 30 days] in advance to ensure a smooth transition.

It has been a pleasure working with you, and I appreciate the opportunities and experiences gained during our collaboration. Please let me know how I can assist in the transition process.

Thank you for your understanding.

Sincerely,
[Your Name]