

Termination Notice

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that effective [Effective Date], [Your Company Name] will be discontinuing its business operations. This decision was not made lightly and is due to [brief reason for discontinuation].

We want to acknowledge and thank you for your support and partnership during our time in business. We aim to make this transition as smooth as possible and are committed to fulfilling any outstanding obligations.

Please feel free to reach out if you have any questions or require assistance during this period.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]