

Notice of Service Termination

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to formally notify you that, effective [Insert Termination Date], your service with [Company Name] will be terminated. This decision has been made for internal reasons and is not a reflection of the quality of services provided or any fault on your part.

Please ensure that any outstanding matters are resolved prior to the termination date. We appreciate your understanding in this matter.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your time and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]