[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Notice of Contract Termination

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate our contract dated [Contract Start Date], effective [Termination Date]. This decision has not been made lightly, but after careful consideration, I believe it is necessary.

Please let me know the next steps regarding the transition process and any final obligations I need to fulfill before the termination becomes effective. I appreciate the work we've done together and wish you and [Company's Name] all the best in the future.

Thank you for your understanding.

Sincerely,

[Your Name]