

Immediate Contract Termination Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the immediate termination of my contract, effective [Date of termination]. This decision is made in accordance with the terms outlined in our agreement.

Due to [briefly state reason, if applicable], I believe this action is necessary. I request that all outstanding matters be settled promptly.

Thank you for the opportunities I have had during my time with [Company's Name]. Please feel free to contact me if further discussion is needed regarding this termination.

Sincerely,

[Your Name]