

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Urgent Contract Termination Notice**

Dear [Recipient's Name],

We are writing to formally announce the urgent termination of our contract dated [Contract Date], due to [reason for termination]. Despite our efforts to resolve this matter, we have come to the conclusion that termination is necessary.

As per the terms outlined in our agreement, this termination will be effective immediately as of [Effective Termination Date]. We request that you complete any necessary exit procedures and return all property of [Your Company] by [Deadline for Property Return].

We appreciate the efforts made during our collaboration and wish you all the best in your future endeavors.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]