

Service Agreement Termination Notice

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

This letter serves as a formal notice of termination of the service agreement dated [Insert Agreement Date] between [Your Company Name] and [Consultant's Name]. As per the terms of the agreement, we are providing you with [Insert Notice Period] notice of termination.

The last day of the agreement will be [Insert Last Day of Service]. Please ensure that all work and deliverables are completed by this date. Additionally, any outstanding invoices should be submitted no later than [Insert Invoice Submission Deadline].

We appreciate the services you have provided and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]