

Contract Cessation Notice

Date: [Insert Date]

To: [Insert Team Name]

Attention: [Insert Coach/Manager's Name]

Dear [Insert Coach/Manager's Name],

We hope this message finds you well. We are writing to formally notify you of our decision to cease the contract between [Insert Sports Team Name] and [Insert Player's Name] effective [Insert Cessation Date].

This decision was made after careful consideration of the circumstances and factors concerning the team's current direction and player performance. We appreciate the effort and commitment that [Insert Player's Name] has shown during their time with the team.

We kindly ask that all team property is returned by [Insert Return Date]. If you have any questions or would like to discuss this matter further, please feel free to contact us.

Thank you for your understanding.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Organization Name]

[Insert Contact Information]