

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Team Name]

[Team Address]

[City, State, Zip Code]

## **Subject: Termination of Contract**

Dear [Recipient's Name],

I am writing to formally notify you of the termination of my contract with [Team Name], effective [Termination Date]. In accordance with the terms of our agreement, I am providing this notice [number of days] days in advance.

This decision has not been made lightly and comes after careful consideration of my current circumstances. I appreciate the opportunities I have had with [Team Name] and the support provided throughout my time with the team.

Please let me know if there are any further steps I need to complete in this process. I wish [Team Name] all the best in the future.

Thank you for your understanding.

Sincerely,

[Your Name]