

Termination Agreement

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Subject: Termination of Contract No. [Insert Contract Number]

Dear [Contractor's Name],

This letter serves as formal notice of the termination of Contract No. [Insert Contract Number] entered into on [Insert Original Contract Date] between [Government Department/Agency Name] and [Contractor's Name].

The termination is being executed pursuant to [insert relevant termination clause or reason for termination]. The effective date of termination will be [Insert Effective Date].

We appreciate your efforts during the duration of this contract and wish you success in your future endeavors. Please ensure that all outstanding obligations and final deliverables are settled according to the stipulated terms of the contract prior to the termination date.

If there are any questions or further clarification needed regarding this termination, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Government Department/Agency Name]

[Contact Information]