

Letter of Intent to Terminate On-Call Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my intent to terminate the on-call service agreement between [Your Name/Company] and [Recipient Name/Company], effective [Termination Date].

This decision was not made lightly, and I genuinely appreciate the opportunity to have provided service during our working relationship. I believe that this is the best course of action moving forward.

Please confirm the receipt of this letter and the effective termination date. If there are any final processes or requirements needed from my end, do let me know.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]