

Letter of Termination

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally terminate the On-Call Service Agreement dated [Agreement Date] between [Your Company/Name] and [Service Provider's Name]. In accordance with the terms specified in our agreement, I am providing [number of days/weeks] notice of termination.

The last effective date of the agreement will be [Last Effective Date]. Please ensure that all services are ceased by that date.

I appreciate the services provided thus far and wish you all the best in your future endeavors. If you have any final invoices or documentation that need to be addressed, please send them to me before the last effective date.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]