

Formal Author Contract Termination

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

[Author's Name]
[Author's Address]
[City, State, Zip Code]

Dear [Author's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our contract dated [Contract Date].

This decision has not been made lightly, and it is effective as of [Termination Date]. As per the terms outlined in our contract, we will ensure that any outstanding payments are settled by [Payment Deadline].

Thank you for your contributions during our partnership. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]