

Notice of Contract Cancellation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Author's Name]

[Author's Address]

[City, State, Zip Code]

Subject: Notice of Cancellation of Author Contract

Dear [Author's Name],

This letter serves as formal notice of the cancellation of the author contract dated [Insert Contract Date] between [Your Name/Company Name] and [Author's Name]. This decision is made in accordance with [Specify the clause or reason, if applicable].

As per the terms of our agreement, the effective date of cancellation will be [Insert Effective Date]. We request that you cease all work related to the contracted project immediately.

We appreciate the work you have done thus far and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]