

# Supplier Contract Termination Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally notify you of our decision to terminate the contract dated [Insert Contract Date] between [Your Company Name] and [Supplier Name]. As per the terms of the contract, we will observe a transition period of [insert duration], effective from [insert effective termination date].

During this transition period, we expect the following:

- Completion of any outstanding orders.
- Return of any remaining inventory or materials.
- Final invoice submission by [insert date].

We appreciate the partnership we have had with you and thank you for your cooperation during this transition. Should you have any questions or need further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]