

Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that I will be ending my contract as [Your Job Title] with [Company Name], effective [Last Working Day, typically two weeks from the date of the letter].

This decision was not made lightly, but I believe it is the best step for my career at this time. I would like to express my gratitude for the opportunities I've had while working with your team.

I will ensure a smooth transition and will complete any pending assignments before my departure. Please let me know how I can assist during this period.

Thank you once again for the opportunity to be a part of [Company Name]. I hope to stay in touch and wish the team continued success in the future.

Sincerely,

[Your Name]