

# Termination of Shared Services Agreement

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Shared Services Agreement

We hereby notify you of the termination of the Shared Services Agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Company Name]. This termination is in accordance with the stipulated conditions outlined in the agreement.

## Termination Conditions:

1. Notice Period: As per section [Insert Section Number] of the agreement, a written notice of [Insert Notice Period] is required.
2. Pending Obligations: All outstanding obligations must be settled before the termination date of [Insert Termination Date].
3. Confidentiality: Both parties are required to adhere to confidentiality clauses post-termination as detailed in section [Insert Section Number].
4. Return of Property: All company assets, documents, and materials must be returned by [Insert Date].

We appreciate the collaboration we had during this period and wish you and your team continued success in the future.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]