

Vendor Contract Termination Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to formally notify you of our decision to terminate the vendor contract dated [Insert Contract Date], due to strategic realignment within our organization.

As we progress with our new strategic direction, we have evaluated our current partnerships and, unfortunately, must discontinue our relationship at this time. The termination will be effective [Insert Effective Date], as per the notice period stipulated in our contract.

We appreciate the services you have provided during our collaboration and wish you success in your future endeavors. Please let us know if you require any further information regarding the transition process.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]