

Service Termination Notice

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We regret to inform you that your services with [Your Company Name] have been terminated, effective immediately, due to violations of our policies as outlined in the service agreement dated [Insert Date].

The specific violations include:

- [Violation #1]
- [Violation #2]
- [Violation #3]

As a reminder, these actions go against our code of conduct and service guidelines, which are in place to ensure a positive experience for all parties involved.

If you have any questions regarding this decision or require further information, please feel free to contact us at [Your Phone Number] or [Your Email].

We appreciate your understanding in this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]