

Notice of Contract Termination

Date: [Insert Date]

[Client's Name]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. This letter serves as formal notification of our intention to terminate the contract between [Your Company Name] and [Client's Company Name], effective [Last Working Day, e.g., 30 days from the date of this letter].

As per the terms outlined in our agreement dated [Contract Start Date], we are providing the required notice period for the termination. We appreciate the opportunity to have worked together and would like to ensure a smooth transition during this period.

If there are any final details to discuss or if you require further assistance, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]