

# Termination Notice

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

This letter serves as a formal notice of termination of your participation in the [Insert Program Name] effective [Insert Termination Date]. This decision has been made due to [briefly state the reason for termination].

You have the right to appeal this decision. If you wish to contest this termination, please submit your appeal in writing to [Insert Appeal Contact Information] within [Insert Time Frame] days from the date of this notice.

We appreciate your cooperation and hope for your future success.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]