

Contract Termination Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the contract entered into on [Contract Date] between [Your Company Name] and [Recipient's Company Name]. This termination is due to a breach of ethical conduct as outlined in Section [Insert Section] of our agreement.

Specifically, the terms of our contract have been violated in the following manner: [Briefly describe the breach and related concerns]. Despite previous communications aimed at resolving these issues, we have not seen satisfactory improvements.

As of [Effective Termination Date], please consider this letter as formal notice that all obligations and responsibilities under the contract are hereby nullified. We request the return of any confidential materials and access to [Insert any other relevant items or information].

Thank you for your attention to this matter. We believe this decision is in the best interest of both parties.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]