

# Termination of Service Arrangement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that due to recent operational changes within our organization, we must terminate the service arrangement that we have had in place. This decision was not made lightly and stems from [briefly specify reason, e.g., restructuring, budget constraints, etc.].

Your final service date will be [Insert Last Service Date]. We appreciate your valuable contributions during the term of our agreement and wish to ensure a smooth transition. Please feel free to reach out to us if you have any questions or need further clarification regarding this decision.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Contact Information]