

Termination of Contract

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the mutual decision to terminate the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. This decision has been reached after careful consideration and mutual agreement.

As per the terms outlined in the contract, the termination will take effect on [Insert Termination Date]. We will ensure that all obligations are settled prior to this date to facilitate a smooth transition.

We appreciate the effort and collaboration that has taken place during our time working together. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]