

Cancellation of Temporary Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the cancellation of my temporary contract, dated [Contract Start Date], due to [brief reason for cancellation, if applicable]. According to the terms outlined in the contract, I am providing you with [Number of Days] days' notice, making my last working day [Last Working Day].

I appreciate the opportunity to work with you and the team during my time here. Please let me know if there are any further steps or formalities that I need to complete before my departure.

Thank you for your understanding.

Sincerely,

[Your Name]