

Termination Notice

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that we are terminating the commission arrangement between [Company Name] and yourself, effective [Effective Termination Date]. This decision has been made after careful consideration and in accordance with the terms outlined in our agreement.

Please note that any outstanding commissions will be settled in accordance with the usual payment schedule. You are requested to cease all activities related to this arrangement effective immediately, and to return any company property in your possession.

We appreciate the efforts you have put forth during our partnership and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]