

Contract Termination Notice

Date: [Insert Date]

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

To:
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of the termination of our IT service provider contract dated [Insert Contract Date]. This decision is effective as of [Insert Effective Termination Date]. In accordance with the terms outlined in our agreement, we have provided the required notice period.

We appreciate the services rendered during our collaboration and value the experience gained. Please let us know how we can assist in the transition process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]