Termination Notice

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We hereby notify you of the termination of the IT Services Agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Company Name]. This termination will be effective as of [Insert Termination Date].

As per the terms outlined in the agreement, we have provided the required notice period of [Insert Notice Period] days.

We appreciate the services rendered by [Recipient Company Name] and wish you all the best in your future endeavors.

Should you have any questions, please feel free to reach out.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]