

Termination Notice

Date: [Insert Date]

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice of termination of the service contract between [Your Company Name] and [Recipient's Company Name], dated [Insert Start Date of Contract].

As per the terms outlined in our agreement, we are providing [Insert Number of Days] days notice and will conclude our services on [Insert Termination Date].

Please ensure that all outstanding matters are resolved before this date. We appreciate the services rendered during our time together and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]