

Contract Termination Letter

Date: [Insert Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We are writing to formally notify you of our decision to terminate the partnership agreement dated [Insert Date of Agreement] between [Your Company Name] and [Partner's Company Name]. This termination is effective as of [Insert Termination Date].

As per the terms of the agreement, we are providing [Insert Notice Period, e.g., thirty (30) days] notice of termination without cause. We appreciate the efforts and contributions made during our partnership and hope to leave on amicable terms.

Please ensure that all outstanding matters are settled before the termination date. We are committed to working together to facilitate a smooth transition.

Thank you for your understanding. We wish you and your company continued success in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]