

# Termination Advisory Letter

**Date:** [Insert Date]

**From:** [Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

**To:** [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that the unsigned agreement dated [insert date of the agreement] between [Your Company] and [Recipient's Company] is hereby considered terminated effective immediately.

This decision has been made due to [briefly state the reason, if applicable]. We wish to clarify that no obligations or liabilities arise from any negotiations or promises made previously relating to this agreement.

If you have any questions or require further clarification, please feel free to contact me at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]