

# Service Level Agreement Termination Notice

Date: [Insert Date]

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

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

Dear [Recipient Name],

We regret to inform you that due to recent business restructuring at [Your Company Name], we have made the difficult decision to terminate the Service Level Agreement (SLA) dated [Insert Date of SLA], between [Your Company Name] and [Recipient Company Name].

This termination will be effective [Insert Termination Date], in accordance with the termination clause outlined in the SLA.

We appreciate the relationship we have built over the duration of this agreement and thank you for your understanding during this transition period. We are committed to ensuring a smooth close-out process and will provide all necessary information to facilitate this.

Please feel free to reach out to me directly if you have any questions or need further clarification regarding this matter.

Thank you for your cooperation.

Sincerely,

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