

# **Advance Notice of Termination**

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Notice of Termination of Project Contract**

Dear [Recipient Name],

This letter serves as a formal advance notice of termination of our project contract dated [contract date] pertaining to [brief description of the project]. In accordance with the terms outlined in our contract, we are providing [number of days] days' notice of our intention to withdraw from this agreement, effective [end date].

The decision to terminate this contract was not made lightly, and we appreciate the efforts made by your team thus far. Unfortunately, due to [reason for termination], we find it necessary to discontinue our involvement.

We will ensure that all outstanding obligations are settled before the termination date. Please let us know if there are any specific processes you would like us to follow during this transition.

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]