

# Termination of Service Agreement

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that your service agreement with [Company Name] is hereby terminated, effective immediately, due to violations of the terms outlined in our service agreement dated [Insert Date of Agreement].

Despite prior warnings and opportunities to rectify these issues, we have noted continued breaches regarding [specific violations]. As such, we have no alternative but to terminate your services.

Please return any company property in your possession and settle any outstanding matters before [Insert Final Date for Settlement].

We appreciate your past efforts and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]