

# Termination of Contract

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice of termination of the contract dated [Insert Contract Date] between [Your Company Name] and yourself. As per the terms of the agreement, we would like to inform you that the contract will not be renewed upon its expiration on [Insert Expiration Date].

We appreciate the work you have done during the contract period and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]