

Contract Termination Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the contract dated [Insert Contract Date], between [Your Company Name] and [Recipient's Company Name]. This decision comes into effect as of [Effective Termination Date].

As outlined in the contract, we are providing [Insert Number of Days] days notice as required. The final settlement of accounts will be processed by [Insert Final Settlement Date].

We appreciate the time we have worked together and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]