

# Supplier Disengagement Notice

Date: [Insert Date]

Supplier Name: [Insert Supplier Name]

Supplier Address: [Insert Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. After careful consideration, we regret to inform you that [Your Company Name] has decided to disengage from our current supplier agreement with [Supplier Name], effective [Insert Effective Date].

This decision has been made due to [briefly explain reason, e.g., performance issues, changes in business direction, etc.]. We appreciate the services you have provided and would like to thank you for your partnership to date.

Please ensure that all outstanding transactions are settled by the aforementioned effective date. We will work towards a smooth transition and would be happy to assist in any way necessary during this period.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]