

Supplier Termination Agreement

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

This letter serves as formal notice of termination of the Supplier Agreement between [Your Company Name] and [Supplier Name], dated [Original Agreement Date]. In accordance with section [X] of the agreement, we are providing [insert notice period] notice of termination.

The effective termination date will be [Insert Effective Date]. Please ensure that all outstanding orders and deliveries are finalized by this date.

We appreciate the service you've provided during our partnership and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]