

Service Termination Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the termination of services with [Company Name], effective [Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our service agreement.

We kindly request that any outstanding matters be settled as per the agreement. Please let us know if there are any final details we need to address before the termination is finalized.

Thank you for the service provided during our time together. We wish [Company Name] continued success in the future.

Sincerely,
[Your Name]