

Confirmation of Service Termination

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the termination of the service agreement between [Your Company Name] and [Recipient Company Name], effective [Effective Date]. This decision has been made following [brief reason if applicable, e.g., mutual agreement, completion of term, etc.].

We appreciate the services provided by [Recipient Company Name] during our collaboration and wish you the best in your future endeavors.

If you have any questions or require further information, please feel free to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]