

Contract Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Contract

I am writing to formally notify you of the termination of our contract dated [Insert Contract Date], in accordance with the terms outlined in Section [Insert Section Number] of the agreement.

As per the notice requirement, this letter serves as [Insert Notice Period] days notice. The last effective date of our contract will be [Insert Last Effective Date].

We appreciate the partnership we have had and wish you all the best in your future endeavors.

If you require further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]