

# Termination Notice

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number] [Date]

**[Recipient's Name]**

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves as formal notice of termination regarding our contract negotiation dated [insert date of original contract]. After careful consideration, we have decided to discontinue further discussions at this time.

We appreciate the time and effort you have invested in the negotiation process and wish you all the best in your future endeavors.

Please confirm receipt of this termination notice.

Sincerely,

[Your Name]

[Your Title/Position]