[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the termination of my contract dated [Contract Start Date] with [Company's Name] without cause, as per the terms outlined in our agreement.

As per the clause regarding termination, I would like to provide [Number of Days] notice, thus my last day of service will be [Last Working Day]. I believe this decision is in the best interest for both parties, allowing for a smooth transition.

Please confirm the acceptance of this request. I appreciate your understanding and support in this matter.

Thank you for your attention. I look forward to your prompt response.

Sincerely,

[Your Name]