

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Agreement Notice

I am writing to formally notify you of the termination of the agreement dated [Date of Agreement], between [Your Name/Your Company] and [Recipient's Name/Recipient's Company]. As per the terms outlined in the agreement, I am providing [Number of Days] days' notice of termination.

The last effective date of the agreement will be [Last Effective Date]. Please ensure that all outstanding matters are concluded by this date.

Thank you for your cooperation during our time working together. Should you have any questions, please feel free to contact me.

Sincerely,
[Your Name]
[Your Title/Position]