

Franchise Termination Notice

Date: [Insert Date]

To: [Franchisee Name]

[Franchisee Address]

[City, State, ZIP Code]

Dear [Franchisee Name],

We regret to inform you that your franchise agreement dated [Insert Date of Agreement] is hereby terminated, effective [Insert Effective Date]. This action is taken due to [Briefly State Reasons for Termination].

Per the terms of our agreement, you are required to complete the following steps:

- [Step 1: e.g., Return all company property]
- [Step 2: e.g., Settle all outstanding accounts]
- [Step 3: e.g., Cease use of brand materials]

We appreciate your efforts during your time as a franchisee, and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Information]