

Vendor Contract Termination Agreement

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Termination of Contract by Mutual Agreement

Dear [Vendor Name],

We are writing to formally notify you of the termination of the vendor contract dated [Insert Contract Date], between [Your Company Name] and [Vendor Name]. This termination is by mutual agreement and will be effective as of [Effective Date].

We appreciate the collaboration and services provided by your team during the term of our agreement. We believe this decision is in the best interest of both parties.

As per our discussions, we will settle any outstanding invoices and ensure all necessary documentation is completed before the termination date.

Thank you for your understanding and cooperation. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]