**Contract Termination Notice**

**Date:** [Insert Date]

**To:** [Recipient’s Name]  
**Title/Position:** [Recipient’s Position]  
**Company/Organization:** [Recipient’s Company Name]  
**Address:** [Recipient’s Address]

**From:** [Your Name / Company Name]  
**Address:** [Your Address]

**Subject: Notice of Contract Termination**

Dear [Recipient’s Name],

This letter serves as formal notice of termination of the contract dated [insert contract date] between [Your Name/Company Name] and [Recipient’s Name/Company Name].

As per the terms and conditions outlined in the agreement, this contract will be terminated effective **[insert termination date]**. This notice is being provided in accordance with the required notice period of **[X days/weeks/months]** as stipulated in the contract.

We kindly request that all outstanding obligations, payments, and deliverables be settled by the termination date. Please ensure that any company property, documents, or confidential materials are returned by **[insert deadline]**.

Should you have any questions regarding this notice, please feel free to contact me at [phone number/email].

We appreciate the services provided during the course of this contract and wish you the best in your future endeavors.

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