

Sample Letter for Termination of Contract with 30 Days Notice

This sample letter for termination of contract with 30 days notice provides a clear and professional format to formally end a contractual agreement while respecting the agreed-upon notice period. It includes key elements such as the date of termination, reason for ending the contract, and a statement ensuring compliance with the contractual obligations during the notice period. Using this letter helps maintain a respectful and legally compliant communication between parties.

Template

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

[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Notice of Termination of Contract

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the contract between [Your Company/Organization Name] and [Recipient's Company/Organization Name], dated [original contract date]. As per the terms of our agreement, this serves as the required 30 days written notice. The contract will officially terminate on [termination date, 30 days from today].

The reason for this termination is [briefly state reason, e.g., change in business strategy, financial constraints, or completion of required services]. Please note that all contractual obligations will be duly fulfilled and adhered to during the notice period.

Kindly acknowledge receipt of this notice and let us know if there are any specific steps required on our part to complete this process smoothly. We appreciate the cooperation and services provided during the term of our contract.

If you have any questions or need further clarification, please feel free to contact me at [your phone number or email address].

Thank you for your attention to this matter.

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