

Sample Letter for Termination of Service Contract with Advance Notice

[Your Name or Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name or Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Notice of Termination of Service Contract

Dear [Recipient's Name],

I am writing to formally notify you of our intention to terminate the service contract between [Your Company Name] and [Recipient's Company Name], originally signed on [Contract Start Date]. This termination is being provided in accordance with the notice period stipulated in our agreement, which requires a [number of days/weeks] advance notice.

The termination will be effective as of [Effective Date], providing you with [number of days/weeks] to adjust and conclude any ongoing matters. This decision has been made due to [briefly state reason, e.g., changes in business needs, budgetary constraints, performance issues, etc.]. We assure you that this is a business decision and does not reflect upon your commitment or services rendered.

During the notice period, we expect that all current projects, deliverables, and responsibilities will continue as per the contract. Please inform us if there are any specific steps we need to follow to facilitate the transition and closing process.

We would like to express our gratitude for your services and professionalism throughout our partnership. If you have any questions or require further information, please contact me at [your phone number/email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]