

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: NOTICE OF CONTRACT TERMINATION AND OFFBOARDING INSTRUCTIONS

Dear [Vendor Contact Name],

This letter serves as formal notification that [Your Company Name] is terminating the agreement for [Name of Services/Contract Title], effective [Final Date of Service].

In accordance with the terms of our agreement dated [Contract Start Date], we are providing [Number] days' notice. Please consider this letter as the formal commencement of the offboarding process.

To ensure a smooth transition, we require the following actions to be completed by [Final Date of Service]:

- **Final Deliverables:** Please submit all outstanding reports, work products, and deliverables as specified in the contract.
- **Access Revocation:** Return all physical badges, keys, or equipment belonging to [Your Company Name]. All digital access to our internal systems and databases will be revoked on the final date.
- **Data Return and Destruction:** Return all proprietary data and confidential information. Following the return, please provide a written certification that all copies of our data have been permanently deleted from your systems.
- **Final Invoicing:** Submit your final invoice no later than [Date]. This invoice should clearly be marked as "Final."

A representative from our [Department Name, e.g., IT or Procurement] department will reach out shortly to coordinate the specific logistics of these requirements.

We thank you for your services and cooperation during this transition period.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]