

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Contract Termination and Transition Plan

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the agreement for [Name of Services/Project] effective [End Date]. This notice is provided in accordance with the termination clause specified in our contract dated [Contract Start Date].

To ensure a smooth transition of services to [New Provider Name/Internal Team], we require your cooperation with the following transition requirements:

- **Final Deliverables:** Please provide all outstanding reports and project files by [Date].
- **Data Transfer:** All proprietary data and assets must be returned or transferred in [Format] by [Date].
- **Access Revocation:** Your access to [Systems/Software/Physical Building] will be disabled on [Date].
- **Final Invoice:** Please submit your final invoice for services rendered up to the termination date no later than [Date].

Our designated point of contact for this transition is [Name], who can be reached at [Email/Phone]. We appreciate the work you have performed during our partnership and expect a professional handover to prevent any disruption to our operations.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]