

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notice of Termination of Agreement

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is terminating the agreement dated [Original Contract Date] regarding [Description of Services/Products].

Pursuant to Section [Section Number] of the agreement, this termination is being executed based on the following conditions:

- [Condition 1: e.g., Expiration of the contract term]
- [Condition 2: e.g., Failure to meet performance standards]
- [Condition 3: e.g., Breach of specific terms regarding...]

The effective date of this termination will be [Date]. Please ensure that all services are concluded and any outstanding deliverables are submitted by this date.

In accordance with the agreement, we will settle any final payments or obligations as follows:
[Describe final payment or return of property terms].

Please acknowledge receipt of this letter and confirm that the transition steps will be completed by the effective date.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]