

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Re: Notice of Early Contract Termination

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] will be terminating our contract for [Project Name/Service Type], effective [Last Working Date].

This decision has been made due to unexpected budgetary constraints and internal restructuring within our organization. As a result, we are required to reduce external expenditures, which unfortunately necessitates the early closure of this agreement.

In accordance with the termination clause in our contract dated [Contract Start Date], we will ensure that all outstanding obligations are met up until the final date of service. Please send any final invoices for work completed through [Last Working Date] by [Invoice Due Date] to ensure timely payment.

We appreciate the quality of work you have provided and regret that we cannot continue our partnership at this time. We would be happy to consider your services again should our budget situation change in the future.

Please let us know the necessary steps for the return of any company property or the transfer of final deliverables.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]