

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

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

RE: Notice of Termination of Janitorial Services

Dear [Vendor Contact Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the contract for janitorial and cleaning services dated [Original Contract Start Date].

In accordance with the termination clause in our agreement, this termination will be effective as of [Last Date of Service].

We request that you complete all scheduled cleaning tasks up until the effective date. Please ensure that all keys, access cards, and security codes belonging to our facility are returned to [Name of Person/Department] by [Date/Time].

Please send a final invoice for services rendered through the termination date to [Email Address/Billing Address]. We will process the final payment according to our standard terms.

Thank you for the services provided during our partnership.

Sincerely,

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