

[Current Date]

[Recipient Name]

[Company Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Non-Renewal of Janitorial Services Contract

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] will not be renewing the janitorial services contract currently in place with [Recipient Company Name].

In accordance with the terms of our agreement, our contract is set to expire on [Contract End Date]. We request that your final day of service be performed on [Last Service Date].

Please ensure that all keys, access cards, and company property are returned to [Name/Department] by [Date/Time]. Additionally, please submit any final invoices no later than [Date] for processing.

We appreciate the services you have provided during the term of our contract and wish your company the best in its future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]