TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Vendor termination letter

Dear **[Supplier Name]**,

I am writing to inform you that **[Old Employee Name]**, who has been representing your company as a vendor/supplier for our organization, is no longer employed with our company. Therefore, we will be terminating our business relationship with your company.

We would like to express our gratitude for the services provided by your company over the years. We have enjoyed working with your team and appreciate the high level of professionalism, quality products/services, and excellent customer support provided by your company.

However, as **[Old Employee Name]** was the primary point of contact for our organization, we believe it is in the best interest of both parties to discontinue our business relationship.

We request that you take the necessary steps to transfer any remaining services or contracts to a new representative from your company. Please ensure that any outstanding payments or invoices are settled before the termination date.

If you have any questions or concerns regarding this matter, please do not hesitate to contact us.

Thank you again for your contributions to our organization, and we wish your company all the best in your future endeavors.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company Name]**