TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business Contract Termination

Dear **[Name of Recipient]**,

We write to inform you that **[Company]** will no longer be requiring your services effective, **[Date]**.

Please note, with this notification, we are complying with our agreement and providing you adequate time to process this and finalize any outstanding matters.

Our Accounts Team will finalize any outstanding invoices, and we encourage your Accounts Team to send through any pending invoices.

It has been a pleasure working with you and we thank you for your continued support.

Please let us know if there are any questions.

Best Regards,

**[Your Name]**

**[Your Job Title]**

**[Company Name]**