**Termination of Business Contract Letter**

Here's an example of a contract termination letter.

**Example:**

Aug. 10, 2020

Dear Pete,

This letter is to inform you that as of Oct. 1, 2020, we will no longer require your services.

It has been a pleasure to work with you and Analytics Consulting Services, but due to our shift in business priorities, we have decided to terminate our contract .

Outstanding deliverables should be completed before our contract ends. Please send us all pending invoices by Sept. 15, 2020, so we can clear outstanding amounts by Sept. 30, 2020.

Please note that as of Oct. 1, 2020, you will no longer have access to our company’s internal networks or systems.

Please keep in mind, you have signed a number of confidentiality agreements. Copies are attached for your review.

Thank you for all of your contributions to our business during the past year and we wish you the best in your future endeavors. If you have additional questions, please contact our Director of Operations at 777-888-9999 or operations@business.com.

Sincerely,

[Name]