

Contract Termination Letter

Name

Address

City, State, Zip Code

Email Address

Phone Number

DATE

Name of Client

Address

City, State, Zip Code

Dear [Name of Addressee];

It is with great regret that I inform you that effective [date], the contract in which we abide our partnership with shall formally be terminated. Please note that you shall have to surrender all the properties and assets owned by [name of company]. Please feel free to contact the company regarding any re-negotiations to the working contract if so desired.

If, however, there is no need to renegotiate the terms outlined in the contract, please take note that the company assets on hand should be returned in the same condition as they came. Among the items to be returned are as follows: [list items needed to be returned to the company, such as office laptops and keys, etc]. As per the terms of the contract agreement, you are privy to the following upon termination: [list scope or limitations as noted on the contract].

Should you have any more questions regarding the termination of the contract, please feel free to reach me via phone or email. My contact details are as follows:

Phone Number:

Email Address:

Thank you so much for understanding, it has been a pleasure working with you.

Sincerely,

[Your name and signature]