

Business 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 my unfortunate duty that I am writing to inform you of the termination of our business contract. The agreement in which we abide our partnership with shall formally be terminated effective [date]. Please feel free to contact [name of company] regarding any re-negotiations to the working contract if so desired.

If you find no need to renegotiate the terms outlined in the contract and agree to the dissolution of our business partnership, please take note that the agreements previously signed, including the non-disclosure agreement and non-participation clauses shall take effect and are enforceable in the court of law. Copies of these documents are attached for your perusal.

As per the terms of the contract agreement, you are privy to the following benefits upon termination: [list scope or limitations as noted on the contract]. Should you have any questions regarding such termination, please do not hesitate to reach me via phone at [phone number]. You may also opt to send me an email at [email address].

Thank you so much for understanding, it has been a pleasure working with you, and on behalf of [name of company], we wish you all the best in your future endeavors.

Sincerely,
[Your name and signature]
Position
Name of Company