

Service Agreement Termination Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position/Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Termination of Service Agreement

I hope this letter finds you well. I am writing to formally notify you of our decision to terminate the service agreement between [Your Company Name] and [Recipient's Company Name], effective [Termination Date]. As per the terms and conditions stated in the agreement, this letter serves as a [X]-day notice of termination.

Reason for Termination:

Due to [briefly explain the reason for termination, such as changes in business requirements, project completion, or any other pertinent reason].

Details of Service Agreement:

- Agreement Date: [Date of the original agreement]
- Agreement Duration: [Specify the duration of the agreement]
- Agreement Scope: [Briefly describe the scope of services covered under the agreement]
- Termination Date: [Specify the exact date of termination, considering the notice period]

- Outstanding Obligations: [Mention any outstanding payments or deliverables that need to be settled before termination]

Obligations After Termination:

Both parties agree to fulfill any outstanding obligations and cooperate to ensure a smooth and orderly transition. [Your Company Name] will provide all necessary assistance and handover support to [Recipient's Company Name] to ensure minimal disruption to your operations.

Return of Property:

[If applicable] Please arrange for the return of any company property or confidential information that may have been exchanged during the course of the agreement. [Your Company Name] will also return any property belonging to [Recipient's Company Name] in its possession.

Confidentiality:

All confidential information disclosed during the term of the agreement shall remain confidential and be treated as such even after termination.

Final Settlement:

Please prepare the final settlement statement, indicating any outstanding payments or reimbursements owed to either party, and send it to [Your Email Address] for review and confirmation. We will do the same for your records.

I would like to express our appreciation for the collaboration and services provided by [Recipient's Company Name] throughout the term of the agreement. Although we have decided to terminate the agreement, we value the professional relationship we have established and hope to remain in touch for any potential future endeavors.

If you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]