

Termination Of Services Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the termination of services between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. This decision has been made after careful consideration and evaluation of the business relationship.

Effective Date of Termination: [Termination Date]

Reason for Termination:

Please note that the termination is based on [briefly explain the reason for termination, such as unsatisfactory performance, contract completion, business restructuring, or any other relevant reason]. We have thoroughly assessed the situation and believe that this decision is in the best interest of both parties.

Obligations and Responsibilities:

As per the terms outlined in our service agreement [or any other relevant contract], both parties are required to fulfill any remaining obligations and responsibilities until the effective termination date.

We are committed to completing any ongoing projects or delivering any pending work as agreed

upon.

Transition Plan:

To ensure a smooth transition, we are open to discussing and assisting in the handover of any necessary documents, materials, or knowledge to your designated representative. We value our past collaboration and wish to make this transition as seamless as possible.

Final Settlement:

We request that you provide us with a final invoice for any outstanding payments or dues related to the services provided up until the termination date. Likewise, we will promptly settle any outstanding invoices from our end.

Confidentiality:

Both parties shall continue to honor the confidentiality provisions set forth in the service agreement, even after the termination of services. This includes the protection of sensitive information, trade secrets, and any other confidential data shared during our collaboration.

Thank You:

We would like to take this opportunity to express our appreciation for the opportunity to work with [Recipient's Company/Organization Name]. We are grateful for the projects we have undertaken together and the professional relationship we have built over the course of our association.

Should you have any questions or require further information regarding the termination process or the ongoing projects, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]