

# Contract Termination Letter Email Format

Subject: Contract Termination Notice

Dear [Recipient's Name],

I hope this email finds you well. I am writing to officially notify you of the termination of our contract with [Company Name], effective [Termination Date].

## **Contract Termination Details:**

- **Contract Reference Number:** [Contract Reference Number]
- **Termination Date:** [Termination Date]
- **Reason for Termination:** [Brief Explanation]
- **Final Deliverables/Actions:** [Details of Any Final Deliverables or Actions]
- **Transition Plan:** [Transition Plan, if applicable]

We appreciate the services provided during our collaboration. If there are any outstanding matters or if you require additional information to facilitate the termination process, please do not hesitate to reply to this email or contact me directly at [Your Contact Information].

Thank you for your understanding and cooperation.

Best regards,

[Your Full Name] [Your Position] [Your Company Name] [Your Contact Information]