Letter of service contract cancellation

[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

Subject- Letter of service contract cancellation

By this letter, we are informing you that our agreement with your organization is coming to an end. We hoped to establish a strong working relationship with your company. However, your payment services do not comply with the terms of the contract. Our company is having difficulties as a result of your organization's payment delays and late orders. As a result, we have chosen to terminate our relationship with your organization, which will take effect on the date [Mention the date of the termination].

Following our talk last week about terminating your employment with my company, I'm writing to you. I agree that terminating your contract with us here at [Mention the name of company] is the best option, and I have drafted an agreement for both sides to sign.

The agreement expressly specifies that you are not being fired from your job, but rather that you are dissatisfied with your current position and prefer to pursue employment closer to your home town. As a result, prospective employers will not be adversely affected.

Could you please come in as soon as possible to sign the paperwork? Because you are entitled to [Mention the days] of yearly leave for the time you have worked for the company, your departure date could be as soon as next week.

You are requested to clear up all our pending due payments within the termination date. We also promise to deliver our due supplies within contract date.

Thanking you,

Mention the name of the sender]

[Mention the contact details]

[Handwriting signature]

[Mention here, if there is any post note to be given]