

TERMINATION LETTER – END OF CONTRACT

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Introduction

This kind of letter is written in order to end up a contract, whether it is regarding any business matter or any other matter. The respective details for the termination of the contract is mentioned clearly in the letter and even the date of the termination is strictly provided to the person, to whom the letter is addressed to so that the person or may be a company or a group, clears up all the dues before that given date. The letter must be a formal one with a proper decency in the language of writing.

Termination letter – End of contract Tips

Here are some specific rules to write a perfect termination letter for end of a contract:

- The letter must be a total formal letter, with a proper gratitude and respect shown in its words.
- Exact details about the reason for the end of the contract must be mentioned in the letter.
- The letter must not contain any kind of abusive or offensive words in it.
- The letter must be ended properly with thanks giving a due respect to the recipient.

Sample Termination letter – End of contract

From,

Date: _____ (date of writing the letter)

To,

Subject: termination of contract

Dear XYZ,

By this letter we hereby inform you that we very much disappointed by your services. Since the last few months you have been providing delayed services and even the quality of the supplies have decreased a lot. This is affecting our production to the worst and hence, we want to end up the contract, according to the lines of the agreement we signed at the starting of the contract.

You are requested to supply all your remaining supplies left and we'll provide you with the due payments. The final date of the termination is ABC.

Thanking you,

Yours sincerely,

Name and signature

Termination letter – End of contract Template

From,

Date: _____ (date of writing the letter)

To,

Subject: contract termination

Dear _____ (name of the receiver),

This letter is to inform you that the contract, we made on _____ (date of the starting of the contract), is going to be ended up by our company on the upcoming _____ (date of the end of the contract) due to the several problems we are facing in the business with your company. The reasons come up to be

_____ (details of the reason for termination).

You are kindly requested to clear up all the dues to our company and we promise to do the same within the given time. We wish you best of your luck for any kind of future.

Thanking you,

Yours faithfully,

Name and signature

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