

Contract Termination Letter to Company

XYZ Corporation Letterhead

October 18, 2024

ABC Enterprises
123 Business Ave.
Springfield, IL 62704

Dear Mr. John Doe,

Subject: Notice of Contract Termination

This letter serves as formal notice of the termination of the contract between XYZ Corporation and ABC Enterprises, dated January 1, 2024, effective November 30, 2024. This decision follows the terms outlined in our agreement, specifically under clause 7B regarding service level requirements.

The reason for termination is due to repeated non-compliance with the agreed service delivery standards, which has impacted our operations significantly. Despite multiple attempts to resolve these issues amicably, the required improvement in services has not been forthcoming, leading us to this decision.

Please cease all work related to the contract upon receiving this notice, and ensure that all final deliverables outlined in the contract are completed and submitted by the termination date.

We request a final invoice for all services rendered up to the termination date. Please ensure that this invoice is submitted by November 25, 2024, after which all financial obligations will be considered settled, barring any outstanding matters.

We appreciate the efforts your company has made during the duration of our contract and hope to resolve this matter with professionalism and respect. Should there be any questions or further information needed, please contact us directly at (555) 123-4567 or email@xyzcorp.com.

Thank you for your attention to this matter.

Sincerely,

Jane Smith
Contracts Manager
(555) 123-4567
XYZ Corporation