

Contract Termination Letter to Employer

Jane Doe
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Somewhere, NY 10001
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555-123-4567

October 18, 2024

Mr. John Smith
Human Resources Manager
Acme Corp
5678 Business Park Drive
Somewhere, NY 10002

Dear Mr. Smith,

Subject: Notice of Contract Termination

I am writing to formally notify you that I will be terminating my employment contract with Acme Corp, effective November 18, 2024. This decision has been made after thoughtful consideration and is due to personal reasons that require me to relocate to another city.

As per the terms outlined in my employment contract dated January 5, 2023, I am providing a 30-day notice period. During this time, I will ensure that all my current projects are transitioned smoothly to other team members and that all my duties are fulfilled to maintain the continuity of work.

Please let me know how I can assist in the transition process. I am willing to train my replacement and provide all necessary support to ensure a seamless handover.

I would like to take this opportunity to express my gratitude for the professional and personal development opportunities that I have been provided during my tenure at Acme Corp. I have enjoyed working with the team and have greatly valued the support provided by the company.

Thank you for your understanding. I hope to maintain a positive relationship moving forward. Please let me know the further steps and any documentation that needs to be completed as part of this process.

Sincerely,

[Jane Doe's signature if sending a hard copy]

Jane Doe