
Contract Cancellation Letter to Employer

John Doe
123 Elm Street
Springfield, IL 62701
johndoe@email.com
(555) 555-5555
July 19, 2024

Jane Smith
ABC Corporation
456 Oak Avenue
Springfield, IL 62701

Dear Jane Smith,

Subject: Cancellation of Contract

I hope this letter finds you well. I am writing to formally notify you of my decision to terminate my employment contract with ABC Corporation, effective August 2, 2024.

This decision has not been made lightly, and I have thoroughly considered my options before coming to this conclusion. Due to personal reasons, I believe it is in my best interest to pursue other opportunities.

I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of my responsibilities. Please let me know how I can support the transition process during my notice period.

I want to express my sincere gratitude for the opportunities and experiences I have had while working with ABC Corporation. I have learned a great deal and appreciate the support and guidance provided by you and the entire team.

Thank you for your understanding and cooperation in this matter. Please feel free to contact me if you need any further information or assistance.

Yours sincerely,

John Doe