

Letter of Disengagement of Service

Acme Corp

123 Business Ave

Metropolis, NY, 10001

555-1234-567

contact@acmecorp.com

December 16, 2024

Innovative IT Solutions

456 Tech Parkway

Springfield, IL, 62704

Dear Ms. Johnson,

Subject: Termination of Service Agreement

We are writing to formally notify you that Acme Corp will be terminating the service agreement with Innovative IT Solutions, effective January 16, 2025. This decision comes after a thorough review of our current operational needs and strategic direction.

Please ensure that all services are concluded on or before the aforementioned date. We ask that you cease any recurring charges and finalize all outstanding matters related to our account by this time.

We would like to take this opportunity to thank you for the services provided to date. Your support has been appreciated, and we are grateful for the professional manner in which your team has served our needs.

Kindly provide us with a final invoice by January 9, 2025, and ensure that any company property or materials in your possession are returned no later than the last day of service.

Should you have any questions regarding this termination or the process of concluding our affairs, please feel free to contact John Doe at 555-1234-567 or j.doe@acmecorp.com.

We wish you and your company the best in your future endeavors and hope that we can part ways on amicable terms.

Sincerely,

Jane Smith
Operations Manager
Acme Corp