[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Address]

RE: NOTICE OF INTENT TO TERMINATE [CONTRACT/EMPLOYMENT]

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] intends to terminate the [Contract Name/Employment Agreement] dated [Original Start Date].

The effective date of this termination will be [Final Date of Service], in accordance with the notice period requirements outlined in [Section/Clause Number] of our agreement.

The reason for this termination is [State reason, e.g., expiration of term, breach of contract, or organizational restructuring].

Regarding next steps:

- [Action item 1: e.g., Return of company property]
- [Action item 2: e.g., Completion of final deliverables]
- [Action item 3: e.g., Final payment details]

Please acknowledge receipt of this notice by signing below and returning a copy to [Email Address/Department]. If you have any questions regarding this transition, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____