

[Your Name/Title]
[Your Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Service Provider Company Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Termination of Outsourcing Services

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the agreement for [Name of Services/Operations] provided by [Service Provider Company Name], effective [Last Working Date].

This decision has been made due to [mention brief reason, e.g., internal restructuring, expiration of contract, or change in business strategy].

Pursuant to the terms of our contract dated [Contract Start Date], we are providing the required [Number] days' notice. We expect the following transition steps to be completed by the effective date:

- The handover of all project documentation and data.
- The return of all company-owned equipment and access credentials.
- A final invoice for services rendered up to [Last Working Date].

We appreciate the services provided during our partnership and will work with your team to ensure a smooth transition of operations.

Please acknowledge receipt of this letter and contact [Contact Person Name] at [Phone/Email] to coordinate the off-boarding process.

Sincerely,

[Signature]

[Your Printed Name]
[Your Job Title]