

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Franchisee Name]
[Franchisee Business Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: NOTICE OF IRREVERSIBLE FRANCHISE TERMINATION

Dear [Franchisee Name],

This letter serves as formal and final notice that the Franchise Agreement dated [Original Agreement Date] between [Your Company Name] and [Franchisee Business Name] is hereby terminated.

The effective date of this termination is [Effective Date]. This decision is final and irreversible.

This action is being taken due to the following reasons:

[Insert detailed list of breaches or reasons for termination, e.g., non-payment, failure to meet standards, etc.]

Pursuant to the terms of the Franchise Agreement, you are required to immediately:

- Cease all operations under the agency trade name and trademarks.
- Remove all proprietary signage, logos, and branding from your premises.
- Return all confidential manuals, marketing materials, and proprietary software.
- Remit any outstanding fees or royalties owed to the franchisor by [Date].
- Adhere to the post-termination non-compete and confidentiality clauses as outlined in Section [Section Number] of the Agreement.

Please acknowledge receipt of this letter by signing below and returning a copy to our office. Failure to comply with the post-termination requirements will result in immediate legal action.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Acknowledgement of Receipt:

Signature: _____ Date: _____