

Formal Corporate Termination Letter

Subject: Official Termination of Agreement

Dear [Recipient Name],

We hereby provide official notice of the termination of the agreement executed on [Agreement Date] between [Your Company] and [Recipient Company]. As stipulated in Clause [Number] of the contract, either party may terminate the agreement by providing written notice [Number] days in advance. Accordingly, this termination will be effective on [Termination Date].

Please ensure the return of all company property, documents, and confidential information no later than [Date]. Final settlement of accounts should be completed by the same date.

We appreciate your cooperation in this matter.

Respectfully,

[Authorized Signatory]

[Designation]

[Company Name]

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