

Termination Letter for Service Providers

Subject: Termination of Services

Dear [Recipient Name],

We are writing to notify you that [Your Company Name] will terminate the services provided by [Service Provider Name] as of [Termination Date].

We appreciate the services rendered so far and wish you the best in your future endeavors. Kindly ensure that all pending work is completed and any company property is returned by the termination date.

Best regards,

[Your Name]

[Position]

[Company Name]

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