

Friendly Contract Termination Message

Subject: Wrapping Up Our Agreement

Hi [Recipient's Name],

I hope you're doing well. I wanted to let you know that we'll be bringing our contract, signed on [Date], to an end as of [Termination Date]. This isn't due to any issue with your services or work—it's simply because our current needs have shifted.

I truly appreciate the collaboration and effort you've put in. Let's make sure the transition is smooth, and please let me know if you need anything from my side.

Best regards,

[Your Name]

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