

Formal Farewell Letter to Suppliers

Subject: Notice of Termination of Supplier Relationship

Dear [Supplier Name],

We wish to inform you that [Company Name] will be concluding our business relationship with your organization effective [End Date]. This decision has been made after careful consideration of our current business requirements and strategic direction.

We greatly appreciate the services and products you have provided over the years. Your support and professionalism have been invaluable, and we wish you continued success in your future endeavors.

Please ensure that all pending orders and obligations are fulfilled by the termination date. We look forward to a smooth transition.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

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