

Terms of Business - Termination Notice (Formal)

Subject: Notice of Termination - Terms of Business

Dear [Client Name],

Reference: Agreement dated [date] / Account Number [reference]

In accordance with Section [X] of our Terms of Business, we hereby provide formal notice of termination of our agreement, effective [date].

REASON FOR TERMINATION

[This decision has been made due to: strategic business realignment / persistent non-compliance with payment terms / mutual agreement / business restructuring / other specific reason]

EFFECTIVE DATE

Our agreement will terminate on [date], which provides the required [notice period] notice period. All services will cease on this date.

OUTSTANDING OBLIGATIONS

All fees and charges incurred up to the termination date remain payable. Please ensure:

- Outstanding invoices totaling [amount] are paid by [date]
- Any company property is returned by [date]
- Final invoice will be issued by [date] covering services through termination date

TRANSITION ARRANGEMENTS

To ensure smooth transition:

- We will provide [handover documents, final reports, data transfer] by [date]
- Your designated successor provider may contact [name] for coordination
- We will remain available for consultation during transition period if required (fees apply)

CONFIDENTIALITY AND POST-TERMINATION OBLIGATIONS

Confidentiality obligations continue indefinitely post-termination. [Other surviving provisions as per agreement]

FINAL SETTLEMENT

Upon receipt of all outstanding payments and return of company property, we will provide formal closure documentation.

While we regret this decision, we appreciate the opportunity to have served you and wish you success in your future endeavors.

Yours sincerely,

[Name]

[Title]

[Company Name]

[Date]

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