Supplier Scheme Termination Notice

Subject: Notice of Supplier Scheme Discontinuation

Dear [Supplier Name],

We regret to inform you that we will be discontinuing our current Supplier Partnership Scheme, effective [Date]. This decision follows a comprehensive review of our procurement strategies and business priorities.

All benefits under the existing scheme will remain active until the termination date. After this date, our business relationship will continue under standard commercial terms as outlined in our master supply agreement.

Outstanding payments and obligations under the scheme will be honored in full. We will process final quarterly bonuses by [Date] and settle all pending invoices according to current payment terms.

We value our ongoing relationship and remain committed to maintaining our business partnership.

For questions regarding this transition, please contact [Contact Person] at [Contact Details].

Thank you for your understanding.

Respectfully,

[Your Name]

[Title]

[Company Name]

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