

Fixed-term Contract Termination Notice Letter Sample Form

This **fixed-term contract termination notice letter sample form** provides a clear and professional template to notify parties of contract conclusion. It ensures all legal obligations are met while maintaining good business relationships. Use this form to simplify the termination process and avoid disputes.

Sample Fixed-term Contract Termination Notice Letter

[Your Name or Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name or Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Termination of Fixed-term Contract

Dear [Recipient Name],

I am writing to formally notify you that the fixed-term contract entered into between [Your Name/Company Name] and [Recipient Name/Company Name] dated [Contract Start Date], with reference number [Contract Number], will terminate in accordance with its terms on [Contract End Date].

Please consider this letter as the official notice of termination as required under the terms of the contract. All obligations and responsibilities outlined in the contract will remain in effect until the termination date. Should there be any outstanding matters to address prior to or upon termination, please contact me at your earliest convenience.

We have appreciated our relationship and the opportunity to work together. We hope to collaborate again in the future.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Company Name, if applicable]

This sample letter form is provided for reference purposes only. Always consult with a legal professional before issuing formal contract notices.