

Date:

To:

Subject: Termination of Consulting Services Contract

Dear

This letter serves as formal notice to terminate the Consulting Services Contract entered into between and , dated . In accordance with the terms of the agreement, this notice is being provided days in advance.

The contract will be terminated effective as of . Please ensure that any outstanding obligations are completed and all company property is returned by this date.

If you have any questions regarding this termination, please feel free to contact us.

Sincerely,