

Service Agreement Termination Notice

Date:

To: ()

Subject: Termination of Service Agreement

Dear ,

This letter is to formally notify you that the Service Agreement dated between and will be terminated effective .

Please consider this as the required days notice period as stipulated in the agreement.

All outstanding payments and obligations up to the date of termination should be duly settled. We appreciate the services rendered to date and will ensure a smooth transition.

Sincerely,