

# Termination of Contract Clause

To

Date

From

Subject:

Dear Sir/Madam,

I would regretfully like to inform you that our company (A1 Housekeeping Services) no longer wants to provide house-keeping services to ABC Global Solutions.

The decision to end this seven year long relationship with your company has been made by the executives of our company after taking into account the feedback provided to us by our staff working here. They seem to be unhappy with the work hours and the treatment they receive.

According to our contract, a three month notice-period is required to be provided by the party that initiates the termination of the contract. Therefore, I would like the notice period to start today.

By the end of the notice period, I also expect all the dues to be cleared.

Thank you,  
Yours sincerely,