

Contract Termination Notice

A formal notice that ends a contract, stating the reason, the effective date, and how outstanding matters like final payment will be settled.

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1. Reference to the contract

Identifies the agreement being ended by title and date.

2. Notice of termination

States clearly that the contract is being ended and by whom.

3. Effective date and notice period

Gives the date termination takes effect, honoring any required notice period.

4. Reason and basis

States the reason and the contract clause relied on, where the contract requires it.

5. Final settlement

Sets out how final payment and any outstanding obligations will be resolved.

6. Return of property

Covers returning materials, files, deposits, or access on termination.

7. Signature

The party giving notice signs and dates it.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

PREVIEW