

TERMINATION LETTER FOR VENDOR

(Template ONE)

Date: _____ {The date letter is drafted}

Name: _____ {The name of the vendor involved}

This letter is to inform you that your contract with _____ {Company name} will end as of _____ {date termination becomes effective}.

This contract termination is due to the following reason(s):

{List factual and detailed reasons for contract termination}

This decision has been finalized.

You will receive:

{List benefits and compensation the vendor will receive if there is any}

You are requested to return:

{List all company property the vendor needs to return if there is any}

Also, please keep in mind that you have signed and agreed to:

{list agreements vendor has signed}

If you have questions regarding your benefits, compensation, signed policies or returning of company property, please contact {name of contact, usually an HR professional and contact information}.

Sincerely,

{Your name, if handling the termination}