**Letter Terminating Contract on Notice**

**Introduction**

The letter terminating a contract on notice is a formal document that notifies the other party of the decision to terminate the contract.

**Purpose**

The letter explains the reasons for terminating the contract and the expected date of termination.

**Contract details**

The letter includes the details of the contract, including the parties involved, the start date, and the end date.

**Notice period**

The letter specifies the notice period required to terminate the contract, as stipulated in the contract.

**Compliance**

The letter reminds the other party of their obligations to comply with the terms and conditions of the contract until the termination date.

**Return of property**

The letter requests that any property or equipment belonging to the party sending the letter be returned before the termination date.

**Payment**

The letter specifies the amount to be paid or received by each party in accordance with the terms of the contract.

**Non-disclosure**

The letter reminds the other party of their obligation to maintain confidentiality of any information obtained under the contract.

**Consequences of breach**

The letter outlines the consequences of breach of the contract, including legal action if necessary.

**Contact information**

The letter includes contact information for the sender in case the other party has any questions or concerns.