

Cancellation Letter

From,
Robbison Peter
Wz-1123 Mollis St.
Louisiana 21821
(852) 021-11092

Date: 21-09-2022

To,
Jack Hashtings
2398 Clove Ave
Astoria NJ 12098
(852) 11-11254

Dear Jack Hashtings,

With great regret this is to inform that our company (Company name) intends to terminate the house-keeping services with your company.

We have taken this decision on account of the reviews we were getting by our staff working with your organization. Our staff are not treated well and the long-stretch working hours are making them unhappy. Therefore, we have decided to terminate the 8-years long business relationship with your company.

As per the contract agreement we are required to serve the two-month notice period. So, We request you to start the termination process with immediate effect. Also, clear the dues if any left.

Thank you,

Yours sincerely,
(Signature)
Robbison Peter
(Designation)