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# Contract Cancellation Letter From Company

**ABC Corporation**  
**456 Oak Avenue**  
**Springfield, IL 62701**  
**July 19, 2024**

**John Doe**  
**123 Elm Street**  
**Springfield, IL 62701**

Dear John Doe,

Subject: Cancellation of Employment Contract

We hope this letter finds you well. We regret to inform you that ABC Corporation has decided to terminate your employment contract, effective August 2, 2024.

This decision has not been made lightly, and we have thoroughly considered all factors before coming to this conclusion. Due to recent restructuring within the company, we find it necessary to make this difficult decision.

We are committed to ensuring a smooth transition and will work with you during your notice period to facilitate the handover of your responsibilities. Please let us know if there are any specific areas where you need assistance or have questions regarding this transition.

We want to express our sincere gratitude for your contributions to ABC Corporation. Your work and dedication have been greatly valued, and we appreciate the efforts you have put in during your tenure with us.

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Please feel free to contact the HR department if you need any further information or assistance regarding this matter.

Thank you for your understanding and cooperation.

Yours sincerely,

**Jane Smith**

**HR Manager**

**ABC Corporation**