

## VENDOR TERMINATION LETTER

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_  
Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
**Subject: Termination of Vendor Agreement**

Dear Vendor,

This letter serves as formal notice of termination of the Vendor Agreement (the "Agreement") entered into between the Company and the Vendor. The Company hereby exercises its right to terminate the Agreement pursuant to the terms and conditions set forth therein and applicable law.

1. **Termination Date and Effect.** The Agreement shall terminate effective immediately upon delivery of this notice, or as specified in the Agreement's termination provisions. Upon termination, all obligations of the parties shall cease except for those expressly stated to survive termination.

2. **Final Payments.** The Company shall pay the Vendor any outstanding amounts due for goods or services satisfactorily delivered prior to the termination date, subject to the terms of the Agreement. The Vendor shall submit all final invoices promptly.

3. **Return of Property and Confidential Information.** Upon termination, the Vendor shall return to the Company all Company property, including but not limited to confidential information, documents, equipment, and materials in Vendor's possession.

4. **Confidentiality.** The obligations of confidentiality under the Agreement shall survive termination and continue in full force and effect.

5. **Indemnification.** The Vendor agrees to indemnify and hold harmless the Company from any claims, damages, or liabilities arising out of the Vendor's breach of the Agreement or violation of applicable law.

6. **Governing Law and Dispute Resolution.** This termination and the underlying Agreement shall be governed by the laws of the United States and the applicable state law. Any disputes arising out of or relating to this termination shall be resolved pursuant to the dispute resolution procedures set forth in the Agreement.

7. **No Waiver.** The failure of either party to enforce any provision of this termination notice shall not be construed as a waiver of any rights or remedies under the Agreement or applicable law.

We appreciate your past services and cooperation. Please acknowledge receipt of this termination letter and direct any questions to the undersigned.

Sincerely,

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**COMPANY REPRESENTATIVE SIGNATURE**

**VENDOR SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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