

ON COMPANY LETTERHEAD

Date:

[Name and Address of]

[Current Service Provider]

Dear Sir/Mdm,

TERMINATION OF SERVICES

I hereby would like to inform you that we have decided to terminate our service contract with you with immediate effect / effect from _____.

Please execute the letters of resignation and coordinate the handover of the statutory documents with our new corporate services provider, Janus Corporate Solutions Pte Ltd (Janus) located at 16 Raffles Quay, #33-03 Hong Leong Building Singapore 048581. Tel: 6222 7445 .

[Note also that Janus requires a letter of confirmation that the company's statutory compliance status is up-to-date. Accordingly, please provide the letter to Janus as part of the handover process.]

Thank you for your services.

Yours faithfully

[NAME OF COMPANY]

[Name of Director]

End Of Service Letter Format

Huangqi Zhang



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