Cleaning Contract Notice of Termination

Template letter provided by KEYJAY Property Cleaners • replace the highlighted details before sending.

[Your name]

[Your business name and address]

[Date]

[Cleaning contractor name]

[Contractor address]

Dear [contractor contact name],

Re: Notice to terminate cleaning services agreement

I am writing to give formal notice to end the cleaning services agreement between [your business name] and [contractor name] in respect of [premises address].

In line with the notice period set out in our agreement, this letter serves as [30 / 60 / 90] days' written notice. The final day of service will therefore be [end date].

Please confirm in writing that you have received this notice and that the final date is agreed. Kindly also confirm arrangements for the return of any keys, fobs or access cards held by your team, and for the removal of any equipment or consumables belonging to your company.

Please send any final invoice, calculated up to and including the final day of service, to [billing email/address].

Thank you for the service provided to date.

Yours sincerely,

[Your name]

[Your position]

[Your business name]

Guidance: check your existing contract for the exact notice period and how notice must be served (email may not be enough some contracts require post). This template is provided for convenience and is not legal advice. KEYJAY Property Cleaners will time our mobilisation to your notice period so there's no gap in service.