[TO BE PRINTED ON SCHOOL LETTERHEAD]

**[Insert date]**

**[Service Provider Representative]**

**[Address of Service Provider]**

Dear **[Service Provider Representative]**

**Termination of School Cleaning Contract**

We refer to the contract for the provision of cleaning services between **[Service Provider]** and **[Insert School name]** School dated **[Insert date]** (Contract).

The Contract is due to expire on **[Insert date]** (Expiry Date).

I hereby formally confirm, on behalf of the School Council, that your services will not be required following the Expiry Date.

Please ensure that on or prior to the Expiry Date:

* **[insert number of keys]** sets of keys are left on the bench in the main office;
* the School is left clean and tidy and all of your equipment has been removed; and
* the School, including all doors, is secured when you leave.

Should you wish to discuss this matter please contact the School.

The School thanks **[Service Provider]** for your services and wishes you the best for future endeavours.

Yours sincerely

**[Insert name]**

Principal