

[Company Letterhead]

[Date]

Subject: Termination of Agreement

To: Mr./Mrs./Miss
[Address]
.....
.....
.....

You may recall that I, Mr./Mrs./Miss/ we,.....Company Limited/Limited Partnership, have sold/hired (labor service)/undertaken employment/let to/from you, as set forth in the Agreement No., dated, hereinafter referred to as the "Agreement", and that following your default or breach of the Agreement by I/we served a notice requiring you to remedy your breach or default within an appropriate period of time but you still neglected to do so, thereby causing damage to me/us.

Therefore, I/we hereby terminate the Agreement so made with you, with effect on the date of your receipt of this letter, and you are required to pay damages amounting to Baht....., together with interest at the rate of percent per annum calculated on and after the date of your receipt of this letter until completion of the payment, as well as to return my/our property in your possession in good order to me/us or to the person designated by me/us on or before [date]

In addition, I/we reserve the right to claim a cost of damage that has resulted from your act and will be detected by me/us in future.

Yours sincerely,

(.....)