

Termination Letter Sample

Contracting Officer / Contract Specialist

Joint Appointment Module

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User : Henry Daniels

View Termination Letter

Agency Name *

Agency Address *

5378 International Drive

Effective Date *

2020/03/13

MEMORANDUM FOR: Peters, Marty

SUBJECT: Termination of Contracting Officer's Representative

Reference: (a) FAR 1.602-2, (b) DoDI 5000.72

1. Peters, Marty, Correction, your designation as the Contracting Officer's Representative (COR) for the administration of the contract/order listed below is hereby terminated.

2. Contract/Order:

Contract Number: 0123456

Order Number:

Contractor Name: NORTHROP GRUMMAN SYSTEMS CORPORATION

Contractor Address: 925 OYSTER BAY RD

For: *

test

3. This termination of your COR responsibilities duties is hereby effective: *

2020/03/13

4. The reason for the termination: *

Other ▾

Comments

test

Comments are required when reason for termination is 'Other'

5. DoDI 50000.72 requires that all termination notices be executed by the contracting officer and acknowledged by the COR and COR Management. Should you have any questions regarding this termination please contact your contracting officer.

a. I certify that the COR is available to acknowledge this termination letter for the following reason: *

Comments

Comments are required when COR is not available to acknowledge termination letter.

b. I certify that the COR Management (COR Supervisor) is available to acknowledge this termination letter for the following reasons: *

Comments

Comments are required when COR Management is not available to acknowledge termination letter.

6. Signatures:

Contracting Officer Name: Daniels, Henry

Signature: Daniels, Henry

Date: 2020/03/13

Email: midnightsky097+turspmco@gmail.com

Telephone: 6666666666

As supervisor of the appointed employee, I acknowledge receipt of the COR termination for this action.

Supervisor Name: Hook, Emma

Signature: Hook, Emma

Date: 2020/03/13

Email: midnightsky097+sup@gmail.com

Telephone: 5555555555555555555555555555

7. Distribution:

cc: Contractor Cognizant

cc: Cognizant Contract Administration Office

cc: SPM Module (COR Surveillance File)

cc: COR Coordinator

Name

Charles Winchester*

Email

midnightsky097+winchester@gmail.com

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