

## 49.601-1 Electronic notice.

The *contracting officer* may provide expedited notice of termination by electronic means that includes a requirement for the contractor to confirm receipt. If the contractor does not confirm receipt promptly, the *contracting officer shall* resend the notice electronically, and expedite the letter notice described in [49.601-2](#). If confirmation of the electronic notice is received, and the electronic notice includes all content in [49.601-2](#), the *contracting officer* need not send the letter notice described in [49.601-2](#).

(a) *Complete termination*: The following electronic notice is suggested for use if a supply contract is being completely terminated for convenience. If appropriately modified, the notice *may* be used for other than supply contracts.

Date \_\_\_\_\_

XYZ Corporation New York, NY 12345

Contract No. \_\_\_\_\_ is completely terminated under clause \_\_\_\_\_, effective \_\_\_\_\_ [insert "immediately, (today's date)" or "on \_\_\_\_\_, 20\_\_\_\_," or "as soon as you have delivered, including prior deliveries, the following items:" (list)]. Immediately stop all work, terminate subcontracts, and place no further orders except to the extent [insert if applicable "necessary to complete items not terminated or"] that you or a subcontractor wish to retain and continue for your own account any work-in-process or other materials. Provide by electronic means similar instructions to all subcontractors and suppliers. Detailed instructions follow.

---

(Contracting Officer)

(b) *Partial termination*: The following electronic notice is suggested for use if a supply contract is being partially terminated for convenience. If appropriately modified, the notice *may* be used for other than supply contracts.

Date \_\_\_\_\_

XYZ Corporation New York, NY 12345

Contract No. \_\_\_\_\_ is partially terminated under clause \_\_\_\_\_, effective \_\_\_\_\_ [insert "immediately, (today's date)" or "on \_\_\_\_\_, 20\_\_\_\_"]. Reduce items to be delivered as follows: [insert instructions]. Immediately stop all work, terminate subcontracts, and place no further orders except as necessary to perform the portion not terminated or that you or a subcontractor wish to retain and continue for your account any work-in-process or other materials. Provide by electronic means similar instructions to all subcontractors and suppliers. Detailed instructions follow.

---

(Contracting Officer)

**Parent topic:** [49.601 Notice of termination for convenience.](#)