

[«XXXX-CH/UXXX» / «Contract no.»](#)

**Registered mail**

[«AdressLine1»](#)  
[«AdressLine2»](#)  
[«AdressLine3»](#)  
[«AdressLine4»](#)  
[«AdressLine5»](#)

**Swiss Life Ltd**

**Corporate Clients**

General-Guisan-Quai 40  
P.O. Box, 8022 Zurich  
Telephone +41 (0)43 284 33 11  
[www.swisslife.ch](http://www.swisslife.ch)

[«First name Last Name Consultant»](#)  
Direct line +41 [«043 284 xx xx»](#)  
[«FirstName.LastName»@swisslife.ch](mailto:«FirstName.LastName»@swisslife.ch)

Zurich, [«Date»](#)

Contract [«Contract no.»](#) - [«Foundation»](#)  
[«Employer/Company»](#)

**Cancellation of contract of affiliation as at [«Date»](#)**

Dear Sir/Madam

We are in receipt of your letter and note with regret that you wish to cancel your contract.

In accordance with the legal stipulations (Art. 11, cl. 3bis BVG), the termination of the contract of affiliation requires the prior approval of the staff members.

In this connection, the employer and the members of the Administrative Board must confirm that the notice of termination has received the consent of the staff members.

For this purpose, we are attaching an appropriate form. So that we can continue processing the termination of the contract, please sign the form and return it to us.

We would like to contact you soon to arrange a personal consultation. [«Salutation» «First name Last Name Advisor»](#) will be getting in touch with you.

The enclosed information sheet on the termination of contracts explains what steps will now be taken.

If you have any questions, please contact [«Salutation» «First name Last Name Consultant»](#) (tel. +41 «043 284 xx xx»).

Yours sincerely  
Swiss Life

[«First name last name 1»](#)  
[«Designation 1»](#)

[«First name last name 2»](#)  
[«Designation 2»](#)

- *Instruction to terminate contract form*
- *Information sheet Important information on the termination of contracts*