

Termination of Collaboration

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We regret to inform you that your collaboration with [Company Name] will be terminated effective [Insert Termination Date]. This decision is made without cause and is in accordance with the terms outlined in our agreement.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. Please ensure that any pending tasks are completed by the termination date.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]