

## **Subject: Notice of Discontinuation of Freelance Services**

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be discontinuing my freelance services as of [Last Working Date]. This decision comes after careful consideration of my current commitments and future plans.

It has been a pleasure working with you on [specific projects or tasks], and I truly appreciate the opportunities I have had during our collaboration. I am committed to ensuring a smooth transition and will be available to complete any outstanding tasks or provide necessary documentation until my final working date.

Please feel free to reach out if you have any questions or need assistance during this period. Thank you again for your understanding and support.

Wishing you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]