

Date: [Insert Date]

[Client's Name]

[Client's Company]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be disengaging from our freelance contract, effective [Termination Date]. This decision was not made lightly, and I appreciate the opportunities I have had while working on your projects.

I will ensure that all outstanding tasks are completed and necessary handover documentation is provided to facilitate a smooth transition. Please let me know if there is anything specific you would like me to address before my departure.

Thank you for the experience and support during our collaboration. I hope our paths may cross again in the future.

Sincerely,

[Your Name]

[Your Contact Information]