

Freelance Agreement Termination Letter

Date: [Insert Date]

[Freelancer's Name]
[Freelancer's Address]
[City, State, Zip Code]

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I am ending our freelance agreement dated [Insert Start Date]. This decision is effective as of [Insert End Date].

According to the terms outlined in our agreement, I am providing [Insert Notice Period, if applicable] notice of termination. I appreciate the opportunity to work with you and the projects we collaborated on.

If there are any outstanding invoices or deliverables, please let me know, and I will be happy to assist in wrapping things up smoothly.

Thank you for your understanding. I wish you continued success in your future endeavors.

Sincerely,
[Freelancer's Name]
[Freelancer's Email Address]
[Freelancer's Phone Number]