

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 will be concluding our freelance contract, effective [Last Working Date]. As per the terms of our agreement, this notice serves to provide [mention any specific notice period required].

It has been a pleasure working with you. I appreciate the opportunity to contribute to [mention specific project or work]. I will ensure that all outstanding tasks are completed by the end of our agreement.

Please let me know if there are any final details or paperwork you would like me to attend to before our contract concludes.

Thank you once again for the collaboration. I wish you and your team continued success.

Sincerely,
[Your Name]