

# Termination of Freelance Services

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally notify you that we will be terminating our freelance services agreement, effective [Insert Termination Date]. This decision has not been made lightly, and it reflects our current business needs.

We appreciate the work you have done during the course of our collaboration. However, due to [provide reason, if appropriate], we find it necessary to move in a different direction.

Please ensure that all outstanding work is submitted by the termination date and that any final invoices are sent for payment by [Insert Payment Deadline]. If you have any questions or need further clarification, feel free to reach out.

Thank you for your contributions, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]