

Contract Termination Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Consultant's Name]

[Consultant's Company Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We would like to formally confirm the termination of the consultancy services contract dated [Insert Contract Date]. As per our discussion, the termination will take effect on [Insert Termination Date].

We appreciate the services you have provided during our collaboration and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]