

Project Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Cancellation Notice for [Project Name]

Dear [Recipient's Name],

We regret to inform you that following a thorough risk assessment conducted on [Project Name], we have made the difficult decision to cancel the project effective immediately. This decision was reached due to [briefly state reason based on risk assessment, e.g., "unmitigated financial risks," "potential legal issues," etc.].

We understand the effort and resources that have been dedicated to this project, and we appreciate the hard work of everyone involved. Please rest assured that this decision was not made lightly, and we remain committed to ensuring that all stakeholders are supported during this transition.

We will hold a meeting on [insert date] to discuss the next steps and address any questions you may have. Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]