

# Project Cancellation Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Cancellation Notification

Dear [Recipient's Name],

We regret to inform you that after careful consideration and a thorough evaluation of our current strategic objectives, we have decided to cancel the [Project Name] project. This decision is part of our efforts to realign our resources and focus on initiatives that better align with our overall business strategy.

We appreciate the hard work and dedication that you and your team have contributed to this project. Your efforts have not gone unnoticed, and we share in your disappointment regarding this decision.

If you have any questions or need further clarification, please do not hesitate to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]