

# Consultancy Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

## **Subject: Termination of Consultancy Contract**

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our consultancy contract dated [Insert Contract Date]. This decision is effective as of [Insert Termination Date].

While we appreciate the services you have provided, we have decided to move in a different direction. We kindly ask that you complete any outstanding work by the termination date and provide all necessary documentation related to the consultancy provided.

Please let us know if you have any questions or if further discussion is needed regarding the transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]