

Consultancy Service Cessation Notice

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Client's Name]
[Client's Title]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that, as of [Cessation Date], I will no longer be providing consultancy services to [Client's Company Name]. This decision was not made lightly, and I want to express my gratitude for the opportunity to work together.

During the course of our partnership, we have achieved [mention any significant achievements or milestones]. I take pride in the contributions made and the progress we have shared.

Please ensure that all outstanding payments and obligations are settled by the cessation date. Should you need any assistance during this transition, do not hesitate to reach out.

Thank you once again for your collaboration. I wish you and [Client's Company Name] continued success in future endeavors.

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]