

Consultancy Agreement Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally notify you that we will be ending our consultancy agreement dated [Start Date], effective [End Date]. In accordance with the terms stated in the agreement, this letter serves as the required notice for termination.

We would like to take this opportunity to thank you for your services and the support provided during the consultancy period. We appreciate your efforts and contributions to [Project/Company Name].

We will ensure that all outstanding payments and obligations are settled by the termination date. Please let us know if there are any outstanding issues that need to be addressed.

Thank you once again for your assistance. We wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]