

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Consultant's Name]

[Consultant's Position]

[Consultant's Company Name]

[Consultant's Company Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this letter finds you well. I am writing to formally notify you that we will be ending our consulting partnership effective [Insert End Date]. This decision was not made lightly, and I want to express my gratitude for the work and insights you have provided during our collaboration.

We appreciate the value you brought to our projects and your professionalism throughout our partnership. We will ensure that all outstanding matters are resolved before the termination date.

Please let me know if there is anything I can assist you with during this transition. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]