

Notice of Discontinuation of Consultancy Services

Date: [Insert 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 discontinuing the consultancy services provided by you to [Company Name], effective [Effective Date]. This decision has been made in accordance with the terms of our agreement, and we appreciate your contributions during our engagement.

Please ensure that all final reports, documents, and outstanding invoices are submitted by [Submission Deadline]. We will provide the necessary support to facilitate a smooth transition.

Thank you for your understanding and cooperation. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]