

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 regret to inform you that effective immediately, we are terminating our consultancy relationship due to [reason for termination, e.g., completion of project, performance issues, change in business needs].

We appreciate the work you have provided during our time together and wish you all the best in your future endeavors.

If you have any questions regarding this decision or need further clarification, please feel free to reach out.

Thank you for your understanding.

Sincerely,

Your Name  
Your Position  
Your Company