

# Freelance Engagement Cessation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Notice of Engagement Cessation**

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be ceasing our freelance engagement effective [date]. This decision was not made lightly, and I truly appreciate the opportunities I have had while working with you and your team.

As we approach the cessation date, I am committed to ensuring a smooth transition. I will complete any outstanding work and provide all necessary documentation to facilitate the handover.

Thank you for your understanding, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]