

[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: Termination of Freelance Services

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request the termination of the freelance services I have been providing to [Client's Company Name] as of [Last Working Day].

This decision was not easy to make, but after careful consideration, I believe it is in the best interest of both parties to conclude our working relationship at this time.

As per our agreement, I will ensure that all outstanding work is completed by the termination date, and I will provide any necessary files or documentation to facilitate a smooth transition.

Thank you for the opportunity to work together. I wish [Client's Company Name] continued success in the future. Please feel free to reach out if you have any questions or require further assistance.

Sincerely,

[Your Name]