

Freelance Work Cessation Notice

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be ceasing my freelance work with [Project/Company Name] effective [Last Working Day, e.g., MM/DD/YYYY].

This decision was not made lightly, but due to [brief reason for cessation, e.g., personal commitments, other opportunities], I believe it is in my best interest to step away from this project.

I want to express my gratitude for the opportunity to work with you and your team. I have enjoyed collaborating on [specific project or work] and I appreciate the support and guidance you have provided during our time together.

In the coming weeks, I will ensure that all outstanding tasks are completed and will provide all necessary handover documentation to facilitate a smooth transition.

Thank you once again for your understanding and support. I wish you and your team all the best in your future endeavors.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]