

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Freelancer's Name]
[Freelancer's Address]
[City, State, Zip Code]

Dear [Freelancer's Name],

Subject: Termination of Contract for Breach

I am writing to formally notify you that the freelance contract dated [Contract Date] between us is hereby terminated due to your breach of contract provisions. As per our agreement, we expected [mention the specific terms that were breached], which you have failed to uphold.

This decision is effective immediately as of [Effective Termination Date]. Please take note that you are required to cease all services related to this contract and return any materials or documents pertaining to the project within [Specify Timeframe].

Thank you for your past efforts; however, it is in our best interest to conclude our professional relationship at this juncture.

Sincerely,

[Your Name]
[Your Title/Position]