

Contract Termination Notice

Date: [Insert Date]

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

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Freelancer's Name],

I am writing to formally terminate our freelance agreement dated [Insert Contract Date], effective immediately.

Due to [briefly state reason for termination, e.g., "a shift in project requirements" or "unresolved issues"], I find it necessary to end our working relationship at this time.

Please ensure that all outstanding work is submitted by [Insert Deadline]. Any remaining payments owed will be processed as per our agreement.

Thank you for your efforts during our time working together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]
[Your Contact Information]