

# Contract Termination Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. This letter serves as a formal notice of my intention to terminate our freelance contract dated [Contract Start Date], as per the agreed notice period of [Notice Period, e.g., 30 days].

The last date of my service will be [Last Service Date]. I appreciate the opportunity to have worked with you and wish you all the best in your future endeavors.

If you have any questions or need further clarification, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]