

Freelance Contract Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Subject: Termination of Freelance Contract

Dear [Client's Name],

I am writing to formally notify you of my decision to terminate our freelance contract, effective [Last Working Day, e.g., two weeks from the date of this letter]. Due to my upcoming relocation, I will no longer be able to fulfill my obligations under our agreement.

This decision was not easy, and I truly appreciate the opportunities we've shared during our collaboration. I am committed to ensuring a smooth transition and will complete any pending tasks within the notice period.

Please let me know if there are any further steps you would like me to take during this transition phase. I hope to stay in touch, and I wish you and your team the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]