

Freelance Termination and Project Closure

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate our freelance engagement and to initiate the project closure process.

As per our agreement dated [Insert Agreement Date], I believe it is in both of our best interests to conclude our collaboration on the [Project Name]. This decision was not made lightly, but I feel it is necessary at this juncture.

To ensure a smooth transition, I propose the following steps:

1. **Final Review:** I will provide a comprehensive review of all completed work and outstanding tasks by [Insert Date].
2. **Invoice Settlement:** Please let me know if there are any outstanding invoices or payments needed to finalize our accounts. I will send the final invoice by [Insert Date].
3. **Knowledge Transfer:** I am happy to provide any necessary documentation or briefings to ensure continuity, scheduled for [Insert Date].

I appreciate the opportunities that have been afforded to me during our partnership and hope we can wrap things up amicably.

Thank you for your understanding. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]