

[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]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be discontinuing my freelance assignment with [Project/Assignment Name] effective [Last Working Day].

This decision was not made lightly, and I want to express my gratitude for the opportunity to work on this project. I have enjoyed my time collaborating with you and your team, and I appreciate the trust you have placed in me.

Please let me know how I can assist in the transition process over the coming weeks. I will ensure that all outstanding work is completed and all necessary documentation is provided.

Thank you once again for your understanding. I wish you and your team all the best in your future endeavors.

Sincerely,

[Your Name]