

Letter of Cessation of Services

Date: [Insert Date]

[Client's Name]

[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 ceasing my freelance services for your project, effective [last working date]. This decision comes after careful consideration, and it is based on [brief reason for cessation, if appropriate].

I appreciate the opportunity to work with you and the experiences I have gained during our collaboration. I will ensure that all outstanding work and responsibilities are completed before this date, and I will provide you with any necessary handover documentation.

Please let me know if there are any further details we need to discuss. I wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]