

Freelance Exit Notification

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[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 exit my freelance role as [Your Position/Role] with [Client's Company Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and it comes after careful consideration of my current circumstances and future plans. I greatly value the opportunity I had to work with you and your team on [mention specific projects or tasks].

During my remaining time, I am committed to ensuring a smooth transition. I am more than willing to assist in transferring my responsibilities and addressing any pending tasks.

Thank you for your understanding and for the opportunity to collaborate. I wish [Client's Company Name] continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]