

Contract Termination Letter

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 of the termination of our freelance contract dated [Insert Contract Date]. As per our agreement, I am providing you with [number of days, e.g., two weeks] notice of termination.

This decision was not made lightly, but due to [briefly state reason, if comfortable, e.g., personal circumstances, other commitments], I believe this is the best course of action for both parties.

I will ensure that all outstanding work is completed by [Final Date] and will gladly assist during the transition. Please let me know if there is anything specific you would like me to address before my departure.

Thank you for the opportunity to work together. I wish you and the team all the best in the future.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]