

Consulting Arrangement Cessation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Cessation of Consulting Arrangement

I hope this message finds you well. I am writing to formally notify you that I will be ceasing my consulting services with [Company's Name] effective [End Date].

This decision comes after careful consideration, and I believe it is in the best interest of both parties at this time. I have enjoyed working with you and your team and appreciate the opportunities I have had during our arrangement.

Please let me know how I can assist in the transition process before my departure. I am committed to ensuring a smooth handover of responsibilities and any outstanding projects.

Thank you once again for the collaboration. I wish you and [Company's Name] continued success in the future.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]