

Consulting Collaboration Termination Letter

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Consultant's Name]
[Consultant's Position]
[Consultant's Company]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I hope this letter finds you well. I am writing to formally notify you that we will be terminating our consulting collaboration, effective [Termination Date]. This decision has been made due to [brief reason for termination, e.g., changes in company strategy, budget constraints, etc.].

We appreciate the contributions you have made during our time working together and thank you for your professionalism and commitment. We assure you that any outstanding invoices will be processed promptly.

Should you require further discussion or have any questions regarding this matter, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you once again, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]