

Consulting Project Termination Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are writing to formally notify you of the termination of the consulting project that commenced on [Start Date]. This decision has been made due to [briefly state reason for termination].

As per the terms outlined in our agreement, the last date of our engagement will be [Last Working Date]. We will ensure that all outstanding tasks are completed, and any necessary documentation will be provided to ensure a smooth transition.

We appreciate the opportunity to work with you and wish you continued success in your future endeavors. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]