

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Immediate Termination of Services**

Dear [Recipient Name],

We regret to inform you that due to recent changes in our company direction, we must immediately terminate our services with you, effective [termination date]. This decision has been made after careful consideration and is necessary to align with our new strategic objectives.

We appreciate the effort and dedication you have provided during the course of our collaboration. Should you need assistance with any remaining matters, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]