

# Official Project Discontinuation Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Discontinuation Notification - [Project Name]

Dear [Recipient's Name],

We regret to inform you that after careful consideration, we have decided to discontinue the [Project Name] project, effective immediately. This decision was made due to [brief reason for discontinuation, e.g., budget constraints, changes in company strategy, etc.].

We appreciate the effort and dedication that you and the team have put into this project. While we understand that this news may be disappointing, we believe that it is in the best interest of the organization and its objectives.

Please ensure that all outstanding tasks related to the project are settled by [insert deadline, if applicable]. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]