

Announcement of Project Termination

Dear Team,

It is with a heavy heart that I announce the termination of the [Project Name] project, effective [Date]. This decision was not made lightly and comes after careful consideration of our current resources and strategic direction.

I want to extend my deepest gratitude to each of you for your hard work, dedication, and creativity invested in this project. Your efforts have been invaluable, and I am incredibly proud of what we accomplished together.

Please feel free to reach out to me directly if you have any questions or concerns regarding this announcement. I encourage you to continue supporting each other during this transition.

Thank you once again for your commitment and professionalism.

Sincerely,

[Your Name]

[Your Position]