

Termination of Service Agreement

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Email: [Freelancer's Email]

Dear [Freelancer's Name],

This letter serves as formal notice of the termination of the service agreement dated [Insert Contract Date], between [Your Company's Name] and [Freelancer's Name]. As per the terms outlined in the agreement, we are providing [Insert Notice Period, e.g., "30 days"] notice through this letter.

The last date of service shall be [Insert Last Working Date]. We appreciate the services rendered during our collaboration and wish you success in your future endeavors.

Please ensure that all final deliverables are submitted by the agreed-upon date and that any outstanding invoices are submitted for processing.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

Email: [Your Email]