

# Termination of Professional Services

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We would like to take this opportunity to express our gratitude for the professional services you have provided to us over the past [duration of services]. Your hard work and dedication have not gone unnoticed.

However, after careful consideration, we regret to inform you that we will be terminating our professional relationship effective [termination date]. This decision was made in light of [brief reason for termination, if appropriate].

We sincerely appreciate your efforts and the positive impact you have made during your time with us. We value the relationship we have built and will always remember your contributions.

Should you need any further assistance during this transition, please do not hesitate to reach out. We wish you all the best in your future endeavors.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]