

Letter of Termination of Professional Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that we are terminating the professional services agreement between [Your Company] and [Recipient's Company], effective immediately.

This decision is due to identified conflicting interests that have arisen during our collaboration. While we value the relationship we have developed, it is essential for us to maintain the integrity of our operations and ensure compliance with ethical standards.

Please arrange for the return of any company property or documents in your possession by [insert return date]. Any outstanding matters will be settled in accordance with the terms outlined in the original agreement.

We appreciate your understanding in this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]