

Termination of Artist Engagement

Date: [Insert Date]

[Artist's Name]

[Artist's Address]

[City, State, Zip Code]

Dear [Artist's Name],

We hope this letter finds you well. We are writing to formally inform you of the termination of your engagement with [Company/Organization Name] due to your recent relocation.

As per the terms of our agreement, we recognize that your move makes it impractical for you to continue in your role. Your last day of engagement will be [Insert Last Working Date]. We appreciate the contributions you have made during your time with us, and your creative talents will be missed.

Please let us know if you have any items to return or any final tasks you need assistance with. We wish you all the best in your future endeavors and hope to stay in touch as you embark on this new chapter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]