

# Contract Termination Notification

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, ZIP Code]

Dear [Consultant's Name],

We appreciate your services provided under the consultancy agreement dated [Insert Contract Date]. Following our recent evaluation of the services rendered, we have decided to terminate the contract effective [Insert Termination Date].

The decision was made after careful consideration, and we believe it is in the best interest of our organization at this time. We would like to thank you for your efforts and contributions during the contract period.

Please ensure that all outstanding matters are settled by the termination date. If you have any further questions or require assistance during this transition, please do not hesitate to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]