

# Termination of HR Consultancy Contract

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We hope this message finds you well. We regret to inform you that due to current budget constraints, we must terminate our HR consultancy contract, effective [Insert Date]. This decision was not made lightly, and we deeply appreciate the contributions you have made during our collaboration.

Please ensure that all outstanding tasks are completed by the termination date and submit any final invoices by [Insert Deadline]. We will ensure a smooth transition during this period.

We value the relationship we have built and hope to have the opportunity to work together again in the future under more favorable circumstances.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]