

Letter of Termination of HR Consultancy Contract

Date: [Insert Date]

[Consultant Name]

[Consultant Address]

[City, State, Zip Code]

Dear [Consultant Name],

We are writing to formally notify you of the termination of our HR consultancy contract, originally dated [Contract Start Date]. This decision has been made due to [reason for early termination, e.g., "a strategic shift in our business needs" or "unsatisfactory performance"].

As per the terms outlined in our agreement, we are providing [number of days/weeks] notice of termination, making the effective end date of our contract [Effective End Date].

We appreciate the services you have provided to us and wish you well in your future endeavors.

If you have any questions about this termination or need further clarification, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]