

# Contract Termination Notice

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We would like to formally notify you that the consultancy contract between [Company Name] and yourself, dated [Contract Start Date], will be terminated effective [Termination Date], in accordance with the conclusion of the assigned project.

We appreciate your contributions and efforts during this project. Your expertise has been invaluable in achieving our goals.

Please ensure that all final deliverables are submitted by [Final Deliverable Deadline], and feel free to reach out if you need any further assistance from our team during this transition.

Thank you once again for your exemplary service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]