

Contract Termination Letter

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 are writing to confirm the mutual agreement to terminate the HR consultancy contract between [Your Company Name] and [Consultant's Name], effective [Termination Date].

As per the terms of our agreement, we appreciate the services you have provided during the contract period and acknowledge that both parties have mutually decided to conclude this collaboration.

We kindly request that you complete any outstanding commitments and provide us with any final documentation needed for a smooth transition.

Thank you for your professionalism and contributions. We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]