

# Termination of HR Consultancy Contract

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally notify you of the termination of the consultancy agreement dated [Insert Date of Agreement], between [Your Company's Name] and yourself.

This termination is being executed without cause and will be effective as of [Insert Termination Date]. As per the terms outlined in our agreement, we are providing you with [Insert Notice Period, if applicable] notice of termination.

We appreciate the services you have provided during our collaboration and wish you all the best in your future endeavors.

If you have any questions regarding this matter, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]