

Field Service Termination Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We would like to formally inform you that the field service provision for the [Project Name] will be terminated as of [Termination Date]. This decision has been made following the successful completion of all project deliverables and associated services.

We appreciate the opportunity to work together and value the relationships built during this project. All final documentation and reports will be submitted by [Submission Date]. Please let us know if you require any further information or assistance during this transition.

Thank you for your collaboration, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]