

Termination Announcement

Date: [Insert Date]

Dear [Freelancer's Name],

We regret to inform you that your freelance contract with [Company Name] will be terminated effective [Termination Date]. This decision was not made lightly, and we appreciate the contributions you have made during your time with us.

We wish you all the best in your future endeavors. Please ensure that all outstanding work is submitted by [Final Submission Date], and feel free to reach out if you need assistance with the transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]