

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to formally notify you of the termination of my project-based employment with [Company Name], effective immediately. This decision is a result of ongoing communication issues that have affected our collaboration and the progress of the project.

Despite my repeated attempts to address these concerns and establish clearer lines of communication, I feel that the lack of effective dialogue has hindered my ability to fulfill my responsibilities to the best of my abilities. As a result, I believe it is in the best interest of both parties to part ways.

I appreciate the opportunities I have had during my time working with [Company Name], and I wish the team continued success moving forward.

Thank you for your understanding.

Sincerely,
[Your Name]