

Project-Based Job Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Termination of Project-Based Employment

Dear [Recipient's Name],

I am writing to formally inform you of my decision to terminate my project-based employment with [Company's Name], effective [Last Working Day, e.g., Date]. This decision comes after careful consideration of personal circumstances that necessitate my departure.

I want to express my gratitude for the opportunity to work with you and the team on [Project Name]. I have enjoyed contributing to the project and have gained valuable experience during my time here.

I am committed to ensuring a smooth transition and will do my best to wrap up my assignments and hand over any necessary information before my departure.

Thank you once again for your understanding and support. I hope to stay in touch, and I wish [Company's Name] continued success in the future.

Sincerely,

[Your Name]