

# Project Termination Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

I hope this message finds you well. We are writing to inform you about the conclusion of your project-based assignment with [Company Name] due to your upcoming relocation.

Your last working day will be [Insert Last Working Day]. This decision has been reached after our discussions regarding your relocation plans, and we appreciate the valuable contributions you have made during your time here.

We encourage you to keep in touch and wish you all the best in your new endeavors. Should you require any references or assistance in your future projects, please feel free to reach out.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone]