

# Project Termination Notification

Date: [Insert Date]

To: [Employee/Contractor Name]

Position: [Employee/Contractor Position]

Company: [Company Name]

Address: [Company Address]

Dear [Employee/Contractor Name],

We hope this message finds you well. We are writing to formally inform you of the termination of your engagement with [Company Name] for the project titled "[Project Name]." This decision is due to a significant change in the project scope that necessitates a reevaluation of the current roles and responsibilities.

While we appreciate your contributions to the project thus far, the new direction the project is taking requires a different set of skills that may not align with your current expertise.

Your last working day will be [Insert Last Working Day]. We would like to discuss any final arrangements and ensure a smooth transition.

We thank you for your hard work and dedication during your time on this project. We will be happy to provide you with references for your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]