

# Freelance Agreement Termination Letter

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

## **Subject: Termination of Freelance Agreement**

Dear [Freelancer's Name],

This letter serves as formal notice of termination of the freelance agreement dated [Insert Date of Agreement]. In accordance with the terms outlined in our agreement, we will be terminating our working relationship effective [Insert Termination Date].

We appreciate the work you have completed thus far and wish you all the best in your future endeavors.

Please ensure that all outstanding invoices are submitted by [Insert Date] for timely processing.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]