

End of Freelance Engagement

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State ZIP Code]

Dear [Freelancer's Name],

We hope this message finds you well. We want to take a moment to express our sincere gratitude for the work you have completed during your engagement with [Company Name]. Your contributions have been invaluable to our projects.

This letter serves to formally confirm the end of your freelance engagement with us, effective [End Date]. As per our agreement, we will ensure that all final payments are processed by [Payment Date].

If you have any questions or need further assistance, please do not hesitate to reach out.

Wishing you all the best in your future endeavors!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]