

Subject: Notice of Termination of Freelance Work

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be halting my freelance work as of [Last Working Day, e.g., October 30, 2023]. This decision was not made lightly, but due to [a brief reason if you feel comfortable sharing, e.g., personal commitments, health issues, etc.], I must focus on other priorities.

It has been a pleasure working with you, and I am grateful for the opportunities you have provided me during our time together. I will ensure that all pending tasks are completed and any necessary handover is done before my departure.

Please let me know if there's anything specific you would like me to address before my last day.

Thank you once again for your understanding. I hope to stay in touch, and I wish you all the best in your future projects.

Sincerely,

[Your Name]

[Your Contact Information]