

Project Cessation Notice

Date: [Insert Date]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally inform you that we have decided to cease the current project titled "[Project Name]" due to [brief reason for cessation, e.g., budget constraints, change in business strategy, etc.].

We appreciate the effort and dedication you have put into this project thus far. Please ensure that all outstanding work and final deliverables are submitted by [final submission date].

We regret any inconvenience this may cause and hope to collaborate on future projects when the opportunity arises. Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]