

Consulting Service Termination Notification

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally notify you of the termination of the consulting services agreement between [Your Company Name] and you, effective [Termination Date]. This decision has been made due to [reason for termination, e.g., a change in company direction, budget constraints, etc.].

We appreciate the efforts and contributions you have made during the course of our working relationship. We will ensure that all outstanding payments for services rendered up until the termination date are processed promptly.

If you have any questions or need further clarification, please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]