

Mutual Client Engagement Termination

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We hope this message finds you well. This letter serves as formal notice regarding the termination of our mutual engagement, effective [Insert Termination Date].

We would like to express our gratitude for the opportunity to work together on [Insert Project/Service]. It has been a valuable experience for our team, and we appreciate the trust you placed in us.

Please ensure any outstanding invoices are settled by the termination date. Should you need any assistance during this transition, feel free to reach out.

Thank you once again, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]