

Ending Freelance Engagement Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally notify you that I am ending our freelance engagement agreement as of [End Date]. This decision comes after careful consideration and is consistent with the notice period outlined in our agreement.

I appreciate the work you have provided during our collaboration, and I wish you the best in your future endeavors. Please ensure that all pending tasks and final deliverables are completed by the end date mentioned above.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]