

Termination of Freelance Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Subject: Termination of Freelance Relationship

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally notify you that I am terminating our freelance relationship as of [termination date]. This decision has not been made lightly and comes after careful consideration.

I appreciate the work you have done for me, but due to [reason for termination, e.g., shift in project direction, budget constraints], I believe it is in our best interests to part ways at this juncture.

Please ensure that you submit any outstanding invoices by [specific date], and I will process them promptly as per our agreement.

Thank you for your understanding, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]