

Notice of Termination

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, ZIP Code]

Dear [Freelancer's Name],

We regret to inform you that we are terminating your freelance contract effective [Insert Termination Date]. This decision has been made after careful consideration of [reason for termination, if appropriate].

Please ensure that all work is completed and submitted by the termination date. We appreciate your contributions and wish you the best in your future endeavors.

If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]