

Termination Letter for Freelance Work

[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 Agreement

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our freelance agreement dated [start date of agreement]. This decision is effective immediately as of [termination date].

Despite our previous discussions, I have decided to move in a different direction for the project. I appreciate the work you have done thus far and wish you the best in your future endeavors.

Please ensure that all outstanding invoices are submitted by [final submission date] so we can settle any remaining payments promptly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]