

# Termination Letter

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

This letter serves as a formal notice of termination of the Freelance Services Agreement dated [Insert Agreement Date] between [Your Company Name] and you, [Freelancer's Name].

As per the terms outlined in the agreement, we are providing [Insert Notice Period] notice of termination. Your last date of service will be [Insert Last Date of Service].

We appreciate the work you have provided and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]