

# Project Termination Notification

Date: [Insert Date]

To: [Team/Department Name]

From: [Your Name]

Subject: Notification of Project Termination

Dear Team,

After careful consideration and review, we have decided to terminate the [Project Name] project effective immediately. This decision was made due to [reason for termination, e.g., budget constraints, project scope changes, etc.].

We appreciate the hard work and dedication that each of you has contributed to this project. Your efforts have not gone unnoticed, and we thank you for your commitment.

Please direct any questions or concerns regarding this termination to [Contact Person/Department]. We will arrange a meeting to discuss the next steps and address any outstanding items related to the project.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]