

Project Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Termination of Project [Project Name]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the [Project Name] project, effective [Termination Date]. This decision has been made after careful consideration and in accordance with the terms set forth in our contract dated [Contract Date].

As part of the project closure process, we will ensure that all final deliverables are submitted and that any outstanding obligations are addressed. A final meeting will be scheduled on or before [Final Meeting Date] to discuss the closure process and handle any remaining items.

We appreciate the effort and resources invested in the project thus far and look forward to your cooperation during this transition. Please acknowledge receipt of this termination notice by signing and returning the attached copy.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Enclosure: Termination Acknowledgment Form