

Project Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Termination of Project [Project Name]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of the [Project Name], effective immediately. This decision was not made lightly, but several key factors have led us to this conclusion:

- Budget constraints that have arisen unexpectedly.
- Changes in project scope that render it unfeasible.
- Insufficient resources and support for the project's requirements.

We appreciate the effort and dedication that you and your team have contributed thus far. Please ensure that all outstanding tasks are wrapped up by [Insert Final Deadline] and any remaining materials are returned to us by that date.

If you have any questions regarding this notice, please feel free to reach out to me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]