

Project Termination Notification

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

[Your Position]

[Your Company]

Dear [Stakeholder Name],

We are writing to inform you that, after careful consideration, we have decided to terminate the [Project Name] effective immediately. This decision was made due to [brief explanation of the reasons, e.g., unforeseen circumstances, budget constraints, etc.].

We understand that this may come as a surprise and we want to assure you that this was not an easy decision. We appreciate the support and collaboration that you have provided throughout this project.

Please do not hesitate to reach out if you have any questions or if you require further clarification on this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]