

# Project Termination Notification

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the [Project Name] project, effective [Termination Date]. After careful consideration and review of the project's progress and current circumstances, we believe that this decision is in the best interest of all parties involved.

We appreciate the effort and dedication your team has contributed. Please ensure that any outstanding tasks are wrapped up by [Final Deadline], and any necessary documentation is submitted for our records.

Should you have any questions or require further clarification regarding this decision, please feel free to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]