

Conclusion of Consultancy Agreement

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Date]

[Consultant's Name]
[Consultant's Position]
[Consultant's Company Name]
[Consultant's Company Address]
[City, State, Zip Code]

Dear [Consultant's Name],

We would like to formally conclude the consultancy agreement dated [Start Date], with reference number [Agreement Number]. According to the terms outlined in the agreement, the consultancy services will cease as of [End Date].

We appreciate the valuable contributions you have made during the period of our collaboration, and we wish you success in your future endeavors.

If you have any final documentation or outstanding items that need to be addressed, please ensure these are submitted by [Final Submission Date].

Thank you once again for your services.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]