

# Letter of Termination of Consultancy Partnership

Date: [Insert Date]

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

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally notify you that we have decided to terminate our consultancy partnership effective [Insert Effective Termination Date]. This decision has not been made lightly and comes after careful consideration of our current needs and direction.

We appreciate the time and effort you have invested in our project and the valuable contributions you have made. However, we believe it is in the best interest of both parties to part ways at this juncture.

Please ensure that all outstanding deliverables and obligations are completed by the termination date. We will ensure that all payments due to you will be processed promptly.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]