

Formal Termination of Consultancy Services

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally notify you that we will be terminating the consultancy services provided by you, effective [Insert Termination Date]. This decision comes after careful consideration and evaluation of our current needs.

We appreciate the contributions you have made during your time with us and acknowledge the effort you have put into your work. However, we believe that ending this consultancy agreement is in the best interest of our organization at this time.

As per the terms of our agreement, we will ensure that all pending payments and final invoices are settled promptly. Please provide us with any outstanding documentation or deliverables to facilitate a smooth conclusion of our engagement.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Company's Address]

[City, State, Zip Code]