

Notification of Ending Consultancy Contract

Date: [Insert Date]

To: [Consultant's Name]

[Consultant's Address]

Dear [Consultant's Name],

We are writing to formally notify you that your consultancy contract with [Company/Organization Name], dated [Contract Start Date], will be ending on [Contract End Date]. This decision has been made in accordance with the terms outlined in our agreement.

We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]