

Termination of Consultancy Engagement

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 are terminating your consultancy engagement with [Company Name] effective [Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our consultancy agreement.

We appreciate the services you've provided during your tenure and would like to thank you for your contributions to [specific projects or tasks]. Please ensure that all outstanding matters are concluded and any company property is returned by the termination date.

Should you have any questions regarding this termination, please do not hesitate to reach out to me directly at [Your Contact Information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]