

Termination of Consulting Relationship

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We regret to inform you that we are terminating our consulting relationship effective [Insert Termination Date]. This decision was not made lightly, and we appreciate the efforts you have contributed during your time with us.

Please ensure that any outstanding work or invoices are submitted by [Insert Deadline for Submission]. We will process all payments due as per the terms of our agreement.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]