

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Consultant's Name],

We hereby notify you that your contract dated [Start Date] with [Your Company] will be terminated without cause as of [Termination Date]. This decision has been made after careful consideration.

As per the terms of our agreement, please ensure that all pending work is concluded, and any materials or information belonging to [Your Company] are returned by the termination date.

We appreciate your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]