

# Contract Termination Letter

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I am writing to formally notify you that I am terminating our contract, effective [Insert Termination Date]. This decision is made without cause, as per the terms outlined in our agreement.

I appreciate the opportunities for collaboration and the experiences I've gained during our time working together. It was a pleasure to contribute to [Project/Task Name].

As we part ways, I will ensure that all outstanding work is completed and any necessary documentation is handed over by the termination date.

Thank you for your understanding. I wish you and your team continued success.

Sincerely,

[Freelancer's Name]

[Freelancer's Email]

[Freelancer's Phone Number]