

# Termination of Consulting Relationship

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our consulting relationship effective [Insert Termination Date]. This decision has been made after careful consideration and reflects our current needs and priorities.

We appreciate the contributions you have made during our time working together, particularly in [mention specific projects or areas of contribution]. We value the expertise you brought to our organization and wish you all the best in your future endeavors.

Please let us know how we can assist in ensuring a smooth transition in the coming weeks. We would like to settle any outstanding invoices and would appreciate your sending us any final documentation required.

Thank you once again for your services. We wish you success in your future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]