

Discontinuation of Consultancy Services

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We would like to formally inform you that we will be discontinuing our consultancy services with [Client's Company] effective [Last Service Date]. This decision has been made after careful consideration and discussions regarding our mutual goals.

Please let us know if there's anything we can assist you with during this transition period. We are committed to ensuring a smooth handover and will be available for any questions or final adjustments that may be necessary.

We appreciate the opportunity to have worked with you and wish you continued success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]