

# Formal Notice of Termination of Consultancy Engagement

Date: [Insert Date]

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

Dear [Consultant's Name],

We are writing to formally notify you of the termination of your consultancy engagement with [Company Name], effective [Effective Termination Date]. This decision has been made after careful consideration and in accordance with the terms outlined in our consultancy agreement dated [Agreement Date].

We appreciate the contributions you have made during your time with us. We wish you all the best in your future endeavors.

If you have any questions regarding this notice or the transition process, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]