

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally notify you that your consultancy services with [Company Name] will cease effective [Cessation Date]. This decision comes after careful consideration and aligns with our current business objectives.

We appreciate the contributions you have made during your tenure with us. Your expertise has been invaluable, and we wish you all the best in your future endeavors.

If you have any questions regarding this notification or require further information, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]