

Termination of Consultancy Services

Date: [Insert Date]

To,

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

Dear [Consultant's Name],

We are writing to formally terminate the consultancy services provided by you as per our agreement dated [Insert Agreement Date].

This decision has been made after careful consideration, and it is effective immediately as of [Insert Effective Date].

We appreciate the services you have rendered during the course of our collaboration and wish you all the best in your future endeavors.

Should you need any further clarification regarding this termination, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

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