

Project Agreement Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our project agreement dated [Insert Agreement Date] regarding [Project Name/Description].

As of [Effective Termination Date], the agreement will be considered terminated due to [reason for termination]. We believe this is the best course of action given the circumstances.

Please ensure that all outstanding tasks are completed by the termination date, and submit any final invoices by [Final Invoice Submission Date].

We appreciate the efforts and collaboration put forth during our time working together and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]