

Termination of Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Termination of Services for Project Agreement

We regret to inform you that we are terminating the services provided under the project agreement dated [Insert Agreement Date], effective [Insert Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our agreement.

We appreciate the efforts made by your team during the course of this project. However, due to [reason for termination], we believe it is in our best interest to discontinue our collaboration.

Please ensure that all outstanding matters are addressed and all project-related materials are returned to us by the termination date.

Thank you for your understanding. We wish you success in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]