

Non-Renewal Notice for Freelance Agreement Termination

Date: [Insert Date]

[Freelancer's Name]
[Freelancer's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Freelancer's Name],

We hope this message finds you well. This letter serves as formal notification that, after careful consideration, we have decided not to renew our freelance agreement that is set to expire on [Insert Expiration Date].

We appreciate the contributions you have made during our time working together. Your efforts on [specific projects or tasks] have been valued, and we wish you all the best in your future endeavors.

Please feel free to reach out if you have any questions regarding this decision. We look forward to potentially collaborating again in the future.

Thank you for your understanding.

Sincerely,

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