

Project Termination Notice

Date: [Insert Date]

From: [Your Name] [Your Position] [Your Company] [Company Address] [Contact Information]

To: [Recipient's Name] [Recipient's Position] [Recipient's Company] [Company Address]

Dear [Recipient's Name],

We regret to inform you that we have decided to terminate the early stages of the [Project Name] effective [Termination Date]. This decision was not made lightly, and it follows careful consideration of our current project objectives and resources.

We appreciate the effort and time you and your team have invested in this project. Please let us know how we can assist you during this transition period and ensure a smooth conclusion.

Thank you for your understanding.

Sincerely,

[Your Name] [Your Position] [Your Company]