

Project Completion Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

We are writing to formally notify you of the completion and termination of the [Project Name] project, effective [Termination Date]. This letter serves as a formal notice as per the terms outlined in the original project agreement.

Throughout the duration of the project, we have achieved significant milestones, including [mention key achievements]. We appreciate the collaboration and support of your team in making this project a success.

Attached to this letter is the Project Closure Report, which outlines the final deliverables, lessons learned, and any outstanding actions required. Please review the document and reach out if you have any questions or require further information.

Thank you for your cooperation and support throughout this project. We look forward to potential opportunities for collaboration in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]