

Notice of Project Completion and Termination

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

[Your Position]

[Your Company]

Dear [Stakeholder Name],

We are pleased to inform you that the [Project Name] has successfully reached its completion. All objectives and deliverables outlined in the project plan have been met, and we are now in the position to formally close the project.

This notice serves as an official termination of the project as of [Completion Date]. We appreciate your support and collaboration throughout this process.

If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Email Address]

[Phone Number]