

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notification of Role Cancellation - [Role Title]

Dear [Client Contact Name],

This letter is to formally notify you that the role of **[Role Title]**, previously associated with our current agreement, has been cancelled effective **[Date]**.

As a result of this change, the following actions will be taken:

- [Action Item 1: e.g., Termination of specific tasks]
- [Action Item 2: e.g., Adjustment of billing or service fees]
- [Action Item 3: e.g., Handover of documentation]

Please note that all other aspects of our service agreement remain in full effect. We are committed to ensuring a smooth transition and will work closely with your team to reassign any outstanding responsibilities if necessary.

If you have any questions regarding this cancellation or how it affects your account, please contact me directly at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]