

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Notice of Agreement Termination - [Project/Position Name]

Dear [Recipient Name],

Please accept this letter as formal notice that [Your Company Name] is terminating our agreement dated [Date of Contract] for [Service/Role Name], effective [Last Working Date].

This decision follows a strategic shift in our internal talent acquisition process. We have decided to transition the responsibilities associated with this role to our in-house team. This change is purely based on internal organizational restructuring and is not a reflection of your performance or the quality of services provided.

Regarding next steps:

- Final deliverables should be submitted by [Date].
- Please submit your final invoice by [Date] for processing.
- All company property and data must be returned or deleted as per our confidentiality agreement by [Date].

We appreciate the contributions you have made and thank you for your professionalism during this period. We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]