

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Assignment Termination due to Budget Reduction

Dear [Recipient Name],

Please accept this letter as formal notification that we are terminating the assignment for [Project Name/Position] effective [Last Working Date].

This decision is the result of a significant reduction in the client's operational budget and does not reflect the quality of your performance or deliverables. Due to these financial constraints, the project funding has been discontinued.

Regarding final steps:

- All outstanding invoices should be submitted by [Date].
- Final payment will be processed on [Date] in accordance with our agreement.
- Please return all company equipment and access badges to [Department] by [Date].

We appreciate the work you have completed during this assignment and wish you the best in your future endeavors. Please let us know if you have any questions regarding the transition process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]