

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Termination of Services Due to Reduced Workload

Dear [Client Contact Name],

I am writing to formally notify you that [Your Company Name] will be terminating our service agreement for [Project Name/Service Type], effective [Final Date of Service].

This decision follows a recent review of the current project requirements and the significantly reduced workload requested over the past [Time Period]. As the volume of work has fallen below the minimum threshold required to maintain a dedicated resource/account, we are unable to continue providing services under the current arrangement.

Between now and the final date of service, we will focus on completing any remaining tasks and ensuring a smooth handover of all files, data, and documentation currently in our possession.

Please let us know the preferred point of contact for the transfer of these materials. We will issue a final invoice on [Date] covering all services rendered up to the termination date.

We have appreciated the opportunity to work with you and wish your company the best in its future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]