

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Decision Regarding [Project Name/Position] Following Client Feedback

Dear [Recipient Name],

We are writing to inform you of a formal decision regarding [the project/your engagement] with [Client Name]. This decision follows a comprehensive review of formal feedback recently provided by the client.

The feedback highlighted specific areas concerning [mention key area, e.g., technical delivery, timeline management, or alignment with requirements]. Based on these evaluations, we have decided to [state the decision, e.g., move forward with a different approach / conclude the current contract / implement a mandatory revision phase].

Key points from the client feedback include:

- [Feedback Point 1]
- [Feedback Point 2]
- [Feedback Point 3]

We understand that this may be disappointing news. We would like to schedule a meeting on [Date/Time] to discuss this feedback in detail and outline the next steps for your transition or the project adjustments.

Thank you for your professionalism and your contributions to date.

Sincerely,

[Your Name]

[Your Title]

[Your Company]