

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Termination of Assignment - [Project/Assignment Name]

Dear [Client Name/Contact Person],

I am writing to formally acknowledge your recent notification regarding the budget reductions at [Client Company Name]. As discussed, this letter serves as formal notice of the termination of my services for the [Project/Assignment Name], effective [Last Working Date].

In accordance with this timeline, I will ensure that all current tasks are wrapped up and that all deliverables completed to date are handed over by [Final Date]. I am committed to making this transition as smooth as possible for your team.

Attached to this letter, please find my final invoice for services rendered through [Last Working Date]. I would appreciate it if you could confirm receipt and provide an update on the expected payment processing date.

It has been a pleasure working with you and your team. I understand the challenges presented by budget constraints and hope that we may have the opportunity to collaborate again in the future when circumstances change.

Thank you for the opportunity to contribute to [Project Name].

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]