

[Current Date]

[CFO Name or Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Termination of CFO Services

Dear [Name of Contact Person],

Please accept this letter as formal notification that [Company Name] is terminating its contract for outsourced Chief Financial Officer services, effective [Final Date of Service].

This decision has been made due to [Reason for termination, e.g., internal restructuring / hiring a full-time in-house CFO / budget adjustments].

In accordance with our service agreement, we request that you complete the following before the final date of service:

- Provide a final status report on all active financial projects.
- Ensure all financial statements and reconciliations are up to date.
- Transfer all company login credentials, digital records, and physical documents to [Name of Internal Contact].
- Submit a final invoice for services rendered through the termination date.

We appreciate the professional support you have provided to [Company Name] during your tenure. Please let us know the timeline for the handover of all assets and data.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]