

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Termination of Engagement

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] is terminating the professional engagement with [Recipient Company Name], effective [Date].

As per the terms outlined in our agreement dated [Contract Start Date], we are providing [Number] days' notice for this termination. This decision has been made due to [Reason for Termination - e.g., completion of project, breach of contract, or restructuring].

Regarding the transition of ongoing tasks, we request that you provide the following by [Date]:

- Final status report of all pending items.
- Return of all company property, including keys, hardware, and access badges.
- Transfer of all project-related files and data.

Please submit any final invoices for services rendered up to the termination date no later than [Date]. All outstanding payments will be settled in accordance with our contract terms.

We appreciate the work performed during this engagement and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]