TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**RE:** Consulting Agreement Termination

Dear [Consultant Name],

It is with regret that we inform you that we are terminating our consulting agreement with you, effective immediately. After careful consideration, we have decided to end our business relationship with you due to [insert reason for termination].

As per our consulting agreement, we will compensate you for the services rendered until the date of termination. We will contact you separately to discuss the details of the payment and any outstanding fees or expenses that need to be settled.

We appreciate the hard work and dedication you have shown during your time with us, and we hope that you will understand that this decision was not made lightly. We wish you all the best in your future endeavors.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]