[Date]

Dear [Name],

This letter is to inform you that as of [date], we will no longer require your services.

We've enjoyed working with [name of company] but due to [reasons], we have decided to terminate our contract.

All outstanding deliverables should be completed before our contract is officially terminated. Please send us any pending invoices by [date] so that we can clear any outstanding amounts by [date].

Please note that as of [date] you will no longer have access to [relevant networks, systems, etc.].

Thank you for all your work over these [weeks/months/years]. If you have any questions feel free to reach out at [phone] or [e-mail address].

Sincerely,

[Name]