

Friendly and Professional Termination Letter

Subject: Ending Our Business Relationship

Hi [Recipient Name],

After reviewing our current engagements, we have decided to end our business relationship with [Recipient Company Name], effective [Termination Date].

We value the work we have done together and are grateful for your support. Please let us know if there are any pending matters we should address before the conclusion of our partnership.

Warm regards,

[Your Name]

[Position]

[Company Name]

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