

Professional Scope Modification Termination

Subject: Contract Modification and Termination Notice

Dear [Contractor Name],

Our project requirements have evolved significantly since the original contract was signed, necessitating a complete change in scope that no longer aligns with your expertise area.

Rather than attempting to modify the existing agreement, we believe it's in both parties' best interest to conclude the current contract and pursue different resources for the revised project direction.

Your contributions to date have been valuable, and payment for all completed work will be processed according to schedule. We hope to consider you for future projects that better match your skill set.

Best professional regards,

[Your Name]

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