

Project Cancellation Letter

Dear [Recipient],

It is with regret that I must inform you that [Project Name] is being cancelled effective immediately.

Despite our best efforts, it has become clear that the project is no longer feasible within the constraints of our budget, timeline, and available resources.

This decision was not made lightly, and we understand that it may cause disappointment and inconvenience for all parties involved. We have explored all possible alternatives, but unfortunately, we have reached the conclusion that cancellation is the most responsible course of action.

We want to thank you for your hard work and contributions to the project up to this point. We value your commitment and dedication, and we regret any negative impact this decision may have on you or your team.

We will be providing severance packages and assistance with job placement for affected employees, as well as fulfilling any outstanding obligations and settling any outstanding payments.

Please do not hesitate to contact us with any questions or concerns you may have. We hope to maintain a positive working relationship with you in the future.

Sincerely,

[Your Name]