

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Freelancer's Name]  
[Freelancer's Address]  
[City, State, Zip Code]

Dear [Freelancer's Name],

Subject: Termination of Freelance Contract

I hope this message finds you well. I am writing to formally notify you that your freelance contract dated [Contract Start Date] will be terminated effective immediately as of [Termination Date].

This decision is based on [briefly state reason for termination, if appropriate]. As per the terms outlined in our contract, please consider this letter as the official notice required.

Please ensure that all outstanding work is submitted by [specific deadline, if applicable], and any remaining invoices are submitted before [final payment deadline].

I appreciate the work you have done for us and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]