

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: TERMINATION OF SERVICES AND CONTRACT**

Dear [Client Name],

Please be advised that [Company Name] is terminating its professional relationship and all current contracts with you, effective immediately, [Date].

This decision has been made following the incident that occurred on [Date of Incident] at [Location], involving [Type of Assault/Violence]. Our organization maintains a zero-tolerance policy regarding violence, threats, or harassment directed toward our staff, contractors, or other clients.

As a result of this termination:

- All scheduled services and appointments are canceled.
- You are no longer permitted to enter [Company Name] premises.
- All future communication must be directed to [Contact Person/Legal Department] via written correspondence only.

Regarding outstanding matters: [Insert details about final billing, refunds, or transfer of records if applicable].

We take the safety of our workplace seriously, and this measure is necessary to ensure the protection of our employees.

Sincerely,

[Your Name]

[Your Title]

[Company Name]