

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Termination of Engagement

Dear [Client Name],

This letter serves as formal notice that [Your Name/Company Name] is terminating the professional engagement for [Description of Services/Project Name], effective as of [Effective Date].

This decision follows the terms outlined in our Engagement Letter dated [Date of Original Agreement]. Specifically, this termination is due to [Optional: Reason for termination, e.g., completion of services, non-payment, or mutual agreement].

Regarding the transition of this matter:

- All work performed up to the effective date will be billed in a final invoice, which is attached/will be sent separately.
- We have enclosed all original documents provided by you during this engagement.
- [Optional: Mention any upcoming deadlines or status of pending items].

Please let us know where to forward any remaining files or data if the address above is not preferred. We thank you for the opportunity to have worked with you.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]