

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title/Company]
[Recipient Address]

RE: NOTICE OF WITHDRAWAL AND STOP WORK ORDER

Dear [Recipient Name],

This letter serves as formal notification that [Your Name/Company Name] is withdrawing from the project titled "[Project Name/Contract Reference]" effective [Immediate or Insert Date].

In conjunction with this withdrawal, we are issuing a formal Stop Work Order. All services, labor, and delivery of materials related to this project must cease immediately upon receipt of this notice.

This action is being taken due to the following reason(s):

- [Insert reason, e.g., Non-payment of invoices]
- [Insert reason, e.g., Breach of contract terms]
- [Insert reason, e.g., Safety concerns]

To facilitate a formal project hand-off, please note the following:

- All work product completed to date is attached or located at [Location/Link].
- Final invoicing for work completed through [Date] will be sent separately.
- All [Your Company] property and equipment must be returned by [Date].

Please acknowledge receipt of this letter and the cessation of work by signing below and returning a copy to our office.

Sincerely,

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

Acknowledgment of Receipt:

Signed: _____ Date: _____