

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

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

Subject: Notice of Termination of Professional Relationship

Dear [Client Name],

I am writing to formally notify you that [Your Company Name] is terminating our professional relationship, effective [Date].

This decision follows our previous discussions regarding our Communication Policy, which was established to ensure a productive and respectful working environment. Specifically, the following breaches of this policy have led to this decision:

- [List specific breach, e.g., Use of abusive or unprofessional language]
- [List specific breach, e.g., Repeated communication outside of agreed business hours]
- [List specific breach, e.g., Harassment of staff members]

Despite our prior warnings on [Date of Warning], the behavior has continued, making it impossible to maintain a professional partnership. As of [Date], we will no longer perform any services on your behalf.

Regarding the current status of your account:

- [Task/Project Status]: All work will cease as of the termination date.
- [Final Deliverables]: We will provide [List any final items] by [Date].
- [Outstanding Invoices]: Please settle any remaining balance of [Amount] by [Date].

We will cooperate in transferring any necessary files or information to a new provider of your choice upon receiving a written request and after all outstanding fees are paid.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]