

[Sender Name]  
[Sender Company]  
[Sender Address]  
[Date]

[Recipient Name]  
[Recipient Address]

**RE: Termination of Professional Relationship - Breach of Communication Protocol**

Dear [Recipient Name],

Please be advised that [Sender Company] is formalizing the termination of our professional relationship, effective immediately.

This decision follows our previous discussions regarding the communication standards established in our agreement dated [Date of Agreement/Contract]. Specifically, your conduct on [Date of Incident] involving [brief description of breach, e.g., excessive after-hours contact, unprofessional language, or failure to follow reporting channels] constitutes a breach of our agreed-upon communication protocol.

Despite previous warnings, these requirements have not been met, making it impossible to maintain a productive working environment. As of today, we will no longer be providing [list of services] to you or your organization.

Regarding the transition of your account:

- All active work will cease as of [Time/Date].
- Final deliverables and files are attached/enclosed.
- A final invoice for services rendered up to this date is attached, with payment due by [Date].

Please refrain from further communication with our staff. Any future inquiries regarding outstanding billing or legal matters should be directed to [Name/Department] via email at [Email Address].

Respectfully,

[Signature]

[Sender Name]  
[Sender Title]