

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Re: Notice of Disengagement

Dear [Recipient Name],

I am writing to formally notify you that [Your Company Name] will be concluding our professional relationship with [Recipient Company Name], effective [Final Date of Service].

This decision follows a recent strategic review of our current projects and long-term objectives. After careful consideration, we have determined that our organizational goals and strategic directions are no longer sufficiently aligned to sustain a mutually beneficial partnership. We believe that moving forward independently is the best course of action for both parties at this time.

Regarding the transition:

- Current deliverables scheduled before [Final Date] will be completed as agreed.
- All company property, data, and access credentials should be returned or deactivated by [Date].
- Final invoicing for services rendered up to the termination date will be sent by [Date].

We appreciate the opportunities we have had to work together and wish [Recipient Company Name] continued success in its future endeavors.

Please let us know if there are any outstanding administrative matters that require our attention during this transition period.

Sincerely,

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