

# Client Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Termination of Services

Dear [Client's Name],

I hope this letter finds you well. It is with a heavy heart that I write this letter to formally inform you of the termination of our professional relationship, effective [termination date, usually 30 days from the date of this letter].

Over the duration of our partnership, I have had the privilege of providing [services offered] to you.

Please know that I have always strived to offer the highest level of service and commitment to your needs and objectives.

However, after careful consideration and review, I have reached the difficult decision to terminate our working arrangement. This decision was not taken lightly, and I want to assure you that it is not a reflection of your character or any personal sentiment towards you.

There are various reasons that have contributed to this decision, including changes in my professional focus and priorities. As a result, I believe it is in both of our best interests to conclude our professional relationship.

I want to ensure a smooth transition during this termination period. During the next [termination notice period, e.g., 30 days], I will be available to assist with any ongoing projects or matters that

require closure. Additionally, I will be happy to provide recommendations for alternative service providers who may better meet your needs going forward.

Please be aware that any outstanding fees or obligations on either side will be settled before the termination date. I will provide you with a final invoice and ensure that all pending matters are resolved as smoothly as possible.

I genuinely value the trust you placed in me, and I am grateful for the opportunity to have served you. I hope that we can part ways amicably and that you find a suitable replacement who will meet and exceed your expectations.

If you have any questions or concerns regarding this termination, please feel free to contact me at [your phone number] or [your email address].

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Profession] (optional)