

Consultant Contract Termination Message - Casual

Subject: Wrapping Up Our Project

Hey [Consultant Name],

Hope you're doing well! I wanted to reach out about our consulting agreement. We've decided to wrap things up and terminate the contract as of [Date].

The project scope has shifted, and we're taking things in a different direction internally. Nothing personal at all - just business changes!

Can you send over your final invoice for work completed through [Date]? We'll get that processed right away.

Thanks for all your help on this. Hope we can work together again in the future!

Best,

[Project Manager Name]

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