

We are committed to completing any ongoing projects or delivering any pending work as agreed

upon.

Transition Plan:

To ensure a smooth transition, we are open to discussing and assisting in the handover of any necessary documents, materials, or knowledge to your designated representative. We value our past collaboration and wish to make this transition as seamless as possible.

Final Settlement:

We request that you provide us with a final invoice for any outstanding payments or dues related to the services provided up until the termination date. Likewise, we will promptly settle any outstanding invoices from our end.

Confidentiality:

Both parties shall continue to honor the confidentiality provisions set forth in the service agreement, even after the termination of services. This includes the protection of sensitive information, trade secrets, and any other confidential data shared during our collaboration.

Thank You:

We would like to take this opportunity to express our appreciation for the opportunity to work with [Recipient's Company/Organization Name]. We are grateful for the projects we have undertaken together and the professional relationship we have built over the course of our association. Should you have any questions or require further information regarding the termination process or the ongoing projects, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]