|  |  |
| --- | --- |
| 1 | Date of this letter |
| 2 | Address of Consultant/Contractor |
| 3 | Effective date of termination |
| 4 | Nature of Service provided by the Consultanst/Contractor |
| 5 | Name of the Company |

Date: \_\_\_\_\_\_1\_\_\_\_\_\_\_\_\_\_\_\_

To,

\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sub: Termination of Consultancy Services with effect from \_\_\_\_3\_\_\_\_\_\_\_\_**

Dear Sir,

With reference to our discussions held from time to time and as per terms and conditions of Consultancy Services, we would like to bring to your notice that Consultancy Services towards \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall stand terminated with effect \_\_\_\_\_\_\_\_3\_\_\_\_\_\_\_\_\_;

We request you to kindly arrange the bill for the period till date of termination.

We greatly appreciate your dedicated services and support provided.

For **\_\_\_\_\_\_\_5\_\_\_\_\_\_\_\_**

 Authorized Signatory