13th August 20XX

Subject: Contract Transfer Letter

Dear Jones and team,

I have undergone through the details and current status update regarding your current contract that was signed two years ago between you and our company. The board is of the opinion that the proceeding leading to the accomplishment of the contract will not meet the desired results.

We appraise your efforts and hard work so far you have done along with your team and we honestly compute that. But this thing is the company’s profit to transfer this contract to another party. You can accomplish the continuing phase before handing it over to the other party. Moreover, this thing has been done without any personal grudges and biases.

I hope that you will better understand what has been told you and will cooperate with us. If you have any queries regarding all this, you can ask me freely at any time. I can be contacted at my email and phone number.

Regards

Mark Steward

Project Head