

# Plan of Action for Quitting Your Freelance Project Right

## 1. Ask Yourself Why You Want to Exit the Project Early

- Consider and assess whether termination is in the best interests of your freelance business.
- Is it possible to renegotiate the terms and conditions of your freelance work with your client?

## 2. Review Your Freelance Contract From Top to Bottom

- Pay close attention to the termination clause, reasons for which you have the right to terminate the agreement, notice requirements, after termination obligations.
- Review any standard terms and conditions that are referenced, other agreements (NDA etc), and documents referred to in your contract.

## 3. Identify Your Post-termination Obligations

- Assess if you're able to fulfill them and how to carry them out.
- Evaluate if and how the post-termination obligations can impact your freelance business (e.g. you signed a non-compete agreement with your client).

## 4. Follow the Correct Procedure to Terminate Your Freelance Contract

- If you're ending your freelance contract by mutual agreement – the agreement must be concluded according to the terms stated in your contract to be valid. Nevertheless, always put it in writing to avoid misunderstandings.
- In the case of terminating your contract with notice – pay special attention to any notice periods, deadlines, and the method of serving the termination notice.
- Be very precise about the reason and termination right you are ending your contract upon.

## Plan of Action for Quitting Your Freelance Project Right

### 5. (If Agreement Isn't an Option) Provide Written Notice & Comply With Notice Requirements

- Strictly hold yourself to the requirements set out in the notice provisions in your freelance contract.
- Even if your contract only requires sending written notice by mail, email your client additionally with an attached scan of the notice to make sure that they can get acquainted with the notice ASAP before the traditional mail arrives.
- If it's not in your contract or you don't have a freelance contract: provide a reasonable notice which can give you and your client a chance to wrap things up appropriately.

### 6. End on a Positive Note & Show Your Professionalism

- Communicate with your client without burning bridges. Stay professional, reasonable, and polite.
- Thank your client for the opportunity to work with them. If you can, offer them extra resources and referrals to another freelancer who can assist them.

### 7. Keep All the Records

- Track when and how your client was notified about the termination of the contract.
- Require your client to acknowledge and sign the notice and return it. Keep proof of delivery of the notice (certificates of posting, recorded delivery slips, and email tracking receipts).
- Document any correspondence relating to the termination of your freelance contract.

### 8. When in Doubt, Seek Legal Advice

- If you're unsure about your rights to terminate the contract, which procedure to follow, notice requirements to comply with, or which post-termination obligations can arise, seek legal advice.