

Non-Renewal of Independent Contractor Agreement

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to inform you that we will not be renewing the Independent Contractor Agreement between [Your Company Name] and yourself, which is set to expire on [Expiration Date].

We appreciate the contributions you have made during your time with us. However, after careful consideration, we have decided to pursue other directions for our current needs.

Please ensure that all outstanding work is completed by the expiration date. Should you have any questions or need further clarification, feel free to reach out to us.

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]