

Termination Notice

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, ZIP Code]

Dear [Subcontractor's Name],

We regret to inform you that due to [reason for closure, e.g., business closure], we are terminating our subcontractor agreement with you, effective immediately.

We appreciate the work you have done for us and wish you success in your future endeavors.

If you have any outstanding invoices, please submit them by [final submission date] for processing.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]