

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

## **Subject: Termination of Subcontractor Agreement**

Dear [Subcontractor Name],

We regret to inform you that we are terminating the subcontractor agreement between [Your Company Name] and [Subcontractor Name] effective immediately as of [Effective Date]. This decision has been made due to [brief explanation of the reason for termination].

As per the terms outlined in our agreement, we ask that you cease all work related to this subcontract and submit any outstanding invoices for payment by [Invoice Submission Deadline].

We appreciate the work completed thus far and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]