

Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We regret to inform you that your services as a contractor for [Company Name] will be terminated effective immediately due to ongoing miscommunication regarding project deliverables and timelines.

While we appreciate the time and effort you have invested, it has become evident that we have not been able to align effectively on the expectations of the project. Therefore, we have made the decision to terminate our working relationship.

Please ensure that all company property is returned by [return date], and any outstanding invoices should be submitted by [invoice deadline].

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]