

Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, ZIP Code]

Dear [Contractor's Name],

This letter serves as formal notification of the termination of your contract with [Your Company Name], effective immediately, due to unprofessional conduct.

Despite previous discussions regarding your behavior, we have observed a continuous pattern that is not aligned with the standards expected at [Your Company Name].

We appreciate the services you have provided, but we must prioritize maintaining a professional working environment.

Please return any company property in your possession by [insert return date].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]