

# Contractor Engagement Termination

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you that your engagement with [Company Name] as a contractor will be terminated effective [Termination Date]. This decision has been reached after careful consideration and aligns with our organizational needs.

We appreciate the work you have contributed during your time with us, and we wish you all the best in your future endeavors. Please ensure that all outstanding reports and materials are submitted by [Submission Deadline].

If you have any questions regarding this termination, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]