

Contractor Relationship Conclusion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Company Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We would like to formally conclude our contractor relationship as of [insert end date]. We appreciate the work you have done during this period and would like to thank you for your contributions to the projects we have collaborated on.

As per the terms outlined in our agreement, we have settled all pending invoices and obligations. Please ensure that any remaining tasks or deliverables pending as of the end date mentioned above are completed before this conclusion.

We wish you all the best in your future endeavors and hope to cross paths again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]