

Notice of Service Cessation

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We regret to inform you that we will be ceasing our contractor services with you effective [Insert Cessation Date]. This decision has been made based on [brief reason for cessation, if applicable]. We appreciate the work you have done for us and your professionalism during our engagement.

Please ensure that all outstanding work is completed by the cessation date. Additionally, we ask that you submit any final invoices to us by [Insert Invoice Deadline].

Thank you once again for your services. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]