

Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you of the termination of our contract dated [insert contract date] for [scope of work]. This decision is effective immediately as of [insert termination date].

The reasons for this termination include, but are not limited to: [list reasons for termination].

We request that you complete any outstanding work and submit any final invoices by [insert deadline for invoices]. Please return any company property in your possession by [insert return date].

We appreciate your efforts during our time working together and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]