

Notice of Termination of Contractor Services

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hereby inform you that your services as a contractor for [Company Name] will be terminated effective [Insert Termination Date]. This decision has been made after careful consideration and in accordance with the terms outlined in our agreement.

Please ensure that all outstanding work is completed and any company property is returned by the termination date. We appreciate your efforts during your tenure with us and wish you success in your future endeavors.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]