

Termination of Subcontractor Agreement

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to formally inform you that we have mutually agreed to terminate the subcontractor agreement dated [Insert Agreement Date] between [Your Company Name] and [Subcontractor's Name]. This termination is effective as of [Effective Termination Date].

We appreciate the work provided during the course of our collaboration and value the relationship we have built. Both parties agree that this decision has been made in the best interest of all involved.

Please ensure that all outstanding invoices are submitted by [Insert Deadline for Invoices] to allow for timely processing. Should you have any questions, feel free to contact us at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]