

Contractor Service Cessation Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Dear [Contractor's Name],

We regret to inform you that effective [Insert Cessation Date], we will be ceasing all contractor services provided by your company. This decision has been made after careful consideration and is due to [briefly state reason, if appropriate].

We appreciate the services you have provided us during our working relationship and wish to thank you for your efforts. Please ensure that any outstanding invoices are submitted by [Insert Deadline for Invoices] so that we can process them accordingly.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]