

[Your Name]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Contractor's Name]
[Contractor's Company]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally notify you that we will be discontinuing our contractor services with you, effective [Effective Date].

We appreciate the time and effort you have dedicated to our projects. However, due to [reason for discontinuation], we have decided to pursue another direction.

Please ensure that all outstanding work is completed by the effective date, and submit any final invoices at your earliest convenience.

Thank you for your cooperation and understanding. We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company]