

# Contractor Service Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

This letter serves as a formal notice of termination of your services with [Company Name], effective [Termination Date]. We appreciate your contributions to our projects; however, we have decided to move in a different direction.

As per the terms of our contract, please ensure that all outstanding deliverables are submitted by [Final Submission Date]. All payments due for completed work will be processed as outlined in our agreement.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]