

Contractor Service Discontinuation

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We regret to inform you that we have decided to discontinue your services effective [Insert Effective Date]. This decision is not a reflection of the quality of your work, but rather a change in our business needs.

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Please let us know if you need any assistance during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]