

Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We regret to inform you that your services as a contractor for [Project/Company Name] will be terminated effective [Termination Date]. This decision has been made due to [reason for termination].

We appreciate the work you have completed thus far and thank you for your contributions. Please arrange to return any company property that may be in your possession by [Return Date].

If you have any questions or wish to discuss this matter further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]