

# Final Notice of Contract Termination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We regret to inform you that we will be terminating your freelance contract with us, effective [Insert Termination Date]. This decision is based on [briefly state the reason for termination, e.g., performance issues, failure to meet deadlines, etc.].

Please consider this letter as the final notice of termination and ensure that all outstanding work is completed by the termination date. We request that you submit any pending invoices by this date to ensure prompt payment.

We appreciate the work you have done for us, and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]