

Contract Termination Letter

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We regret to inform you that we are terminating our contract dated [Insert Contract Date] for the services you have been providing. This decision is effective as of [Insert Termination Date].

The reasons for this termination include [briefly state reasons, if applicable]. We appreciate your contributions and efforts during your time with us.

We kindly ask you to return any company property you may have in your possession and to send us any outstanding invoices by [Insert Deadline for Invoices].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]