

# Termination of Contract

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We regret to inform you that we are terminating our contract with [Contractor's Company], effective [termination date]. This decision is based on [brief explanation of reasons, if necessary].

As per the terms of the contract, we request that you cease all activities related to our project by the termination date stated above. We also request the return of any property or confidential information belonging to [Your Company] by this date.

We appreciate the efforts put in by your team thus far and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]