

Independent Contractor Contract Conclusion

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to formally conclude our contract dated [Start Date] for the provision of [Services Provided]. After careful consideration, both parties have agreed to terminate the contract effective immediately on [Termination Date].

We appreciate the services you have provided during our engagement and value your contributions. Please ensure that all outstanding obligations and deliverables are settled by [Deadline for Settlements, if applicable].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Contact Information]