

Independent 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 we are terminating our independent contractor agreement, effective [insert termination date]. This decision is in accordance with the terms outlined in our contract dated [insert contract date].

Please ensure that all outstanding work is completed and submitted by the effective termination date. Any outstanding payments will be processed in accordance with our agreement.

We appreciate the work you have done during our collaboration and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]