

Notice of Termination of Contractor Relationship

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you that [Your Company Name] is terminating our contractor relationship, effective [Effective Date]. This decision has not been made lightly, and is based on [brief reason for termination, e.g., performance issues, completion of project, etc.].

Please ensure that all outstanding work is completed by the termination date, and submit any final invoices by [Final Invoice Due Date]. We appreciate the work you have done for us and wish you all 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 Contact Information]