

Notification of Contractor Termination

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, ZIP Code]

Dear [Contractor's Name],

This letter serves as formal notification of the termination of your contract with [Company Name] effective [Effective Termination Date]. The decision has been made due to [briefly explain reason - e.g., non-compliance with contract terms, performance issues, etc.].

Please ensure that all company property is returned by [Deadline for Property Return]. Furthermore, any outstanding invoices should be submitted by [Final Invoice Submission Date] to enable final payment processing.

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Contact Information]