

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Revocation of Independent Contractor Engagement

Dear [Contractor's Name],

I hope this message finds you well. I am writing to inform you that, effective immediately, I am revoking your engagement as an independent contractor for [Nature of Work/Project Name].

This decision has not been made lightly and is based on [brief reason for revocation, if appropriate]. As per the terms outlined in our agreement dated [Contract Start Date], this letter serves as formal notice of termination.

Please ensure that all outstanding work is wrapped up and final invoices are submitted no later than [Final Invoice Submission Date].

Thank you for your efforts during our engagement, and I wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]