

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, ZIP Code]

Subject: Notice of Contract Termination

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally notify you that we will be terminating our contract dated [start date of the contract]. This termination will be effective [termination date], in accordance with the terms of our agreement.

Please note that this termination is without cause, and we appreciate the work you have done during the course of our collaboration. We will ensure that all outstanding payments are processed in accordance with the agreed terms.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]