

Temporary Contract Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Subject: Temporary Contract Termination Notice

Dear [Contractor's Name],

We are writing to inform you that your contract with [Company Name] dated [Contract Date] will be temporarily terminated effective [Termination Date]. This decision is due to [Reason for Termination, e.g., project delays, budget constraints].

During this temporary termination period, we will assess the situation and keep you updated on any developments regarding the future of your contract.

We appreciate the work you have done thus far and hope to collaborate again in the future.

If you have any questions or need further clarification, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Your Contact Information]