

Temporary Contract Termination Notice

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We regret to inform you that your temporary contract with [Company Name] will be terminated effective [Termination Date]. This decision has been made after careful consideration and is based on [brief reason for termination, e.g., project completion, budget constraints].

Please ensure that all outstanding work is submitted by [submission deadline]. We appreciate the contributions you have made during your time with us and wish you the best in your future endeavors.

If you have any questions regarding this notice, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]