

# Temporary Contract Termination Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Notice of Temporary Contract Termination

Dear [Employee's Name],

We regret to inform you that due to [reason for termination, e.g., project completion, budget constraints], we must temporarily terminate your contract effective [termination date].

Please note that this decision is not a reflection of your performance, and we appreciate your contributions while working with us.

We will provide you with all necessary documentation regarding your termination and any outstanding payments owed to you.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]