

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you of the termination of the project titled "[Project Title]" effective [Termination Date]. This decision has been made following the completion of the project scope as outlined in our original agreement dated [Original Agreement Date].

As per the terms of our contract, we have reviewed the completion criteria and confirm that all work has been fulfilled satisfactorily. We appreciate your efforts and dedication towards this project.

Please note that all final payments will be processed by [Payment Date], and any materials or tools belonging to [Your Company Name] should be returned by [Return Date].

Should you have any questions or require further clarification, feel free to reach out to us at your convenience.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]