

Termination of Contracts Notification

Date: [Insert Date]

To: [Employee/Contractor Name]

[Employee/Contractor Address]

[City, State, Zip Code]

Dear [Employee/Contractor Name],

We are writing to inform you about the termination of your contract with [Company Name] effective [Termination Date]. This decision has been made as part of our operational restructuring process aimed at improving efficiency and adapting to the current market conditions.

We appreciate the contributions you have made during your time with us and want to ensure that this transition is as smooth as possible. Please return any company property and ensure that all outstanding tasks are completed by the termination date.

If you have any questions regarding your final paycheck, benefits, or any other matters, please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]