

Contractor Termination Notice

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We regret to inform you that due to ongoing financial issues, we are forced to terminate our contract with you, effective [Insert Termination Date]. This decision has been made after careful consideration and is in accordance with the terms outlined in our agreement.

Please ensure that all outstanding work is completed and all company property is returned by the termination date. Additionally, we will arrange a meeting to discuss any final payments that might be due, as well as the transition of your current projects.

We appreciate the efforts you have made during your tenure with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]