

Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We regret to inform you that as of [termination date], your contract with [Company Name] is hereby terminated due to misconduct. This decision has been made following a thorough investigation and assessment of the circumstances surrounding your recent actions.

The following behaviors were deemed to be in violation of our company policies and standards:

- [Briefly list specific misconduct issues]
- [Another issue]
- [Another issue]

It is our priority to maintain a professional and respectful work environment, and the actions you have exhibited are not in alignment with this commitment. All outstanding payments will be settled in accordance with the terms outlined in your contract.

Please return any company property you may have in your possession by [return date].

If you have any questions regarding this termination, please contact [Contact Person's Name] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]