

# Contract Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you that your contract dated [Insert Contract Date] for [description of work] will be terminated effective [Insert Termination Date]. This decision has been made in accordance with section [Insert Relevant Section] of the contract.

We would like to thank you for your services and contributions thus far. Please ensure that all outstanding work is completed and any necessary final documentation is submitted by the termination date.

If you have any questions or concerns regarding this notice, please feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]