

[Your Company Letterhead]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Termination of Contract

We regret to inform you that we are terminating our contract dated [start date of contract] due to [reason for termination]. This letter serves as formal notice of our decision, in accordance with the terms outlined in our agreement.

The last date of service will be [last date of service], and we request that you complete any outstanding work by this date. Please ensure that all final invoices are submitted by [invoice submission date].

We appreciate the work you have done and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]