

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Re: Notice of Early Termination of Independent Contractor Agreement

Dear [Contractor Name],

Please accept this letter as formal notification that your services under the Independent Contractor Agreement dated [Agreement Start Date] are being terminated early, effective [Final Date of Service].

This decision has been made following a direct request from our client, [Client Name], to conclude the project/assignment earlier than originally scheduled. Please note that this termination is based solely on the client's change in requirements and is not a reflection of the quality of your work or performance.

In accordance with the terms of our agreement, please ensure that all final deliverables are submitted by [Date]. Furthermore, please submit your final invoice for services rendered up to and including [Final Date of Service] no later than [Invoice Due Date].

We request that you return any company or client property, including [list items such as badges, equipment, or documents], by [Return Date]. As a reminder, your obligations regarding [confidentiality/non-disclosure] remain in effect following the termination of this contract.

Thank you for your contributions during this assignment. We appreciate your professionalism and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]