

[Current Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

RE: NOTICE OF IMMEDIATE TERMINATION OF INDEPENDENT CONTRACTOR AGREEMENT

Dear [Contractor Name],

Please be advised that [Company Name] is terminating the Independent Contractor Agreement dated [Agreement Start Date] effective immediately, [Date of Termination].

This decision is based on your material breach of the following section(s) of the Agreement: [Specify Section Numbers/Titles, e.g., Section 4: Confidentiality or Section 7: Delivery Deadlines]. Specifically, the breach occurred when [Briefly describe the specific action or failure that caused the breach].

As per the terms of our Agreement, this breach allows for immediate termination without a cure period. Consequently, you are instructed to:

- Cease all work on behalf of the Company immediately.
- Return all Company property, including keys, hardware, and software, by [Date].
- Return or destroy all Confidential Information and provide written certification of such destruction.
- Submit a final invoice for services rendered up to the date of this notice, which will be reviewed against any damages resulting from the breach.

Please be reminded that your post-termination obligations, including those regarding confidentiality and non-solicitation, remain in full force and effect.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]