

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notice of Independent Contractor Agreement Termination

Dear [Contractor Name],

Please accept this letter as formal notification that [Company Name] is terminating your independent contractor agreement effective [End Date].

This decision is based solely on a reduction in our recruitment and operational budget for the upcoming period. This action is not a reflection of your performance or the quality of work you have provided to the company.

As per the terms of our agreement:

- Your final day of service will be [End Date].
- Please submit your final invoice by [Invoice Deadline Date] for all work completed up to the termination date.
- Payments will be processed according to our standard billing cycle.
- Please return all company property, including [List Items: e.g., keys, badges, laptops, or digital access], by [Return Date].

Thank you for your contributions and the professional services you provided. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]