

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

RE: Notice of Termination of Independent Contractor Agreement

Dear [Contractor Name],

This letter serves as formal notice that the Independent Contractor Agreement dated [Start Date] between [Your Company Name] and [Contractor Name] will be terminated effective [Final Date of Contract].

The termination is due to the successful completion of the project titled "[Project Name/Description]," as outlined in the Statement of Work. We have determined that all deliverables have been received and meet the required specifications.

Please note the following regarding the conclusion of our agreement:

- **Final Invoice:** Please submit your final invoice for services rendered up to [Final Date] by no later than [Date].
- **Return of Property:** Please return all company-owned equipment, keys, badges, or proprietary materials by [Date].
- **Confidentiality:** As a reminder, your obligations regarding confidentiality and non-disclosure as stated in Section [Number] of our agreement remain in effect following this termination.

We appreciate your hard work and the quality of the services you provided during this project. We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]