

[Date]

[Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

**Subject: Notice of Termination of Independent Contractor Agreement**

Dear [Contractor Name],

This letter serves as formal notice that [Company Name] is terminating the Independent Contractor Agreement dated [Agreement Start Date]. This termination is effective as of [Final Termination Date].

This decision has been made due to continued inactivity and a lack of engagement regarding the services outlined in our agreement. As per Section [Section Number] of our contract, the agreement may be terminated in the event of non-performance or extended periods of inactivity.

Please ensure that all company property, including [list items such as digital files, keys, or equipment], is returned by [Return Date]. Furthermore, we remind you of your ongoing obligations regarding [confidentiality/non-disclosure] as specified in the original agreement.

If you have any outstanding invoices for services already rendered, please submit them to the accounting department no later than [Submission Date] for final processing.

Thank you for your initial interest in working with [Company Name].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]