

[Date]

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

Subject: Notice of Termination of Independent Contractor Agreement

Dear [Contractor Name],

Please accept this letter as formal notification that [Recruitment Agency Name] is terminating your Independent Contractor Agreement dated [Contract Date], effective [Last Working Date].

This decision is a result of a strategic corporate restructuring within our agency. Due to changes in our business model and operational requirements, we are currently consolidating our resources and reducing our external consultancy requirements. This action is in no way a reflection of your performance or the quality of your services.

As per the terms of our agreement, the following steps will be taken to finalize our professional relationship:

- **Final Deliverables:** Please ensure all outstanding recruitment files, candidate data, and reports are submitted by [Date].
- **Invoicing:** Please submit your final invoice for services rendered up to [Last Working Date] no later than [Invoice Due Date].
- **Company Property:** Please return any agency-owned equipment, software licenses, or access badges by [Date].
- **Confidentiality:** We remind you that your obligations regarding confidentiality and non-disclosure, as outlined in your contract, remain in effect following this termination.

We appreciate the contributions you have made to [Recruitment Agency Name] during your tenure and wish you the very best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Recruitment Agency Name]