

[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 notification that [Company Name] is terminating the Independent Contractor Agreement dated [Agreement Start Date].

This decision has been made due to performance concerns regarding placement targets. Specifically, the current placement rate of [Percentage/Number] does not meet the minimum performance standards established in our agreement.

The effective date of termination will be [Final Date of Service].

Please note the following regarding the conclusion of our professional relationship:

- **Final Payment:** You will receive payment for all services completed up to the termination date, totaling [Amount], to be paid on [Date].
- **Company Property:** Please return all company-owned materials, software access, and data by [Return Date].
- **Confidentiality:** We remind you that your obligations regarding confidentiality and non-disclosure remain in effect as per the terms of the original agreement.

We thank you for your efforts and wish you the best in your future endeavors.

Sincerely,

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