

[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 [Recruitment Agency Name] is terminating your Independent Contractor Agreement, effective [Last Working Date].

This termination is made without cause, as permitted under Section [Section Number] of our agreement, which allows for termination by providing [Number] days' notice. This decision is based on a change in business requirements and is not a reflection of your performance.

Please note the following regarding your final period with us:

- Your final day of providing services will be [Date].
- Please submit your final invoice for services rendered up to the termination date by [Invoice Due Date].
- Payment will be issued according to our standard terms as outlined in your contract.
- Please return all company property, including [List Items: e.g., laptops, access badges, client files], by [Return Date].

Please remember that your obligations regarding confidentiality and non-solicitation, as defined in our original agreement, remain in effect following this termination.

Thank you for your contributions to [Recruitment Agency Name]. We wish you success in your future endeavors.

Sincerely,

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