

Date:

To:

Address:

Independent Contractor Termination Letter

Dear ,

This letter serves as formal notice of termination of the Independent Contractor Agreement entered into on between (â€œCompanyâ€) and you (â€œContractorâ€).

As per the agreement, your services will be terminated effective , in accordance with the notice period requirements.

All outstanding work and deliverables should be submitted by the termination date. Please return any company property and settle any outstanding matters.

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

Sincerely,

Title:

Company: