

Termination email for independent contractor

Subject: Termination of Contract Agreement

Dear [Contractor's Name],

We are writing to notify you that the service contract between [Company Name] and yourself will be terminated effective [Date]. This termination is in accordance with the terms and conditions outlined in the agreement dated [Contract Date].

Please ensure all ongoing work is completed or handed over before the termination date. Outstanding invoices should be submitted to our accounts department by [Deadline].

We appreciate the services you have provided during your engagement with us and wish you success in your future projects.

Best regards,

[Authorized Signatory]

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