

## Template 1: Termination Due to Breach of Contract

[Your Company Letterhead]  
[Date]

[Contractor's Full Name]  
[Contractor's Address]

Dear [Contractor Name],

We are writing to inform you that we are terminating our independent contractor agreement dated [start date] due to a material breach of contract. This termination is effective as of [termination date].

As outlined in our agreement, [describe the specific breach].

Your final payment of [amount] will be processed by [date]. Please return all company property, including [list items], by [date].

We remind you of the confidentiality clause and your obligation to [e.g., not disclose proprietary information].

For any questions, please contact [Name] at [email/phone].

Sincerely,  
[Your Name]  
[Your Title]

## Template 2: Termination After Project Completion

[Your Company Letterhead]

[Date]

[Contractor's Full Name]

[Contractor's Address]

Dear [Contractor Name],

Thank you for your contributions to [project name]. As the project has now concluded, we are formally ending our contractor agreement effective [date].

Your final invoice for [amount] will be settled by [payment date]. Kindly return any company property or project files by [date].

We appreciate your work and hope to collaborate again in the future.

Regards,

[Your Name]

[Your Title]

### **Template 3: Termination Due to Performance Issues**

[Your Company Letterhead]

[Date]

[Contractor's Full Name]

[Contractor's Address]

Dear [Contractor Name],

Following multiple discussions regarding project expectations, we have decided to end our contract effective [date] due to ongoing performance concerns.

Your final payment of [amount] will be made by [date]. Please ensure the return of any company materials and documents.

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

Sincerely,

[Your Name]

[Your Title]

#### **Template 4: Contractor-Initiated Termination (Personal Reasons)**

[Your Company Letterhead]  
[Date]

[Contractor's Full Name]  
[Contractor's Address]

Dear [Contractor Name],

We acknowledge your request to end our agreement effective [date], due to personal reasons.

We appreciate your transparency and contributions to [project or company name]. Your final payment will be issued by [date].

Please coordinate with [Name] to return any company property.

We hope to work together again in the future.

Best regards,  
[Your Name]  
[Your Title]