

Casual Termination for Financial Reasons

Subject: Contract Conclusion - Budget Adjustment

Hi [Contractor Name],

I hope this message finds you well. Unfortunately, I need to inform you that we'll need to conclude our current contract earlier than planned due to unexpected budget constraints.

This isn't a reflection of your excellent work quality - we've been very satisfied with your performance. The decision is purely financial and beyond our control. Your last day of work will be [date].

We'll ensure all outstanding payments are processed promptly, and I'd be happy to provide a positive reference for future opportunities. I hope we can work together again when our budget situation improves.

Thanks for understanding and for all your great work.

Best regards,

[Your Name]

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