

Organizational Change Termination

Subject: Contract Termination - Organizational Restructuring

Dear [Contractor Name],

Due to significant organizational changes and restructuring within our company, we must terminate your contract effective [date]. This decision is not related to your performance, which has been satisfactory throughout our engagement.

The restructuring has resulted in the elimination of several contractor positions and a shift in project priorities. We understand this may cause inconvenience and apologize for any disruption to your business plans.

We will provide [notice period] and ensure all payments are made promptly. A letter of recommendation will be provided upon request.

Sincerely,

[Your Name]

[Department]

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