

Quick Subcontractor Termination Email

Subject: Notice of Subcontract Termination

Dear [Subcontractor's Name],

This email is to confirm that we are terminating our subcontract agreement effective [Termination Date]. Please stop all work immediately.

Any final invoices should be submitted within [X days] for review and processing. Please also arrange the return of any project-related materials or documents in your possession.

Thank you for your services.

Best regards,

[Your Name]

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