

Casual Subcontractor Termination Message

Subject: Wrapping Up Our Agreement

Hi [Subcontractor's Name],

I wanted to reach out personally to let you know that we'll need to end our subcontract agreement as of [Termination Date]. The project has taken a different direction, and unfortunately, we won't need further support under this contract.

I want to thank you for your time and dedication. Please send over any final paperwork or invoices so we can wrap everything up smoothly.

It's been a pleasure working with you, and I hope we'll have a chance to collaborate again.

Best,

[Your Name]

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