

Contractor Termination Notice - Official

Subject: Termination of Service Agreement

Dear [Contractor Name],

We are writing to formally notify you of the termination of our service agreement dated [Original Contract Date], effective [Termination Date].

This termination is being exercised under Section [X] of our agreement due to [reason - completion of project/breach of contract/budget reallocation/unsatisfactory performance].

All work must cease by [Date], and final deliverables are due by [Date]. Outstanding payments for completed work will be processed according to the payment terms specified in our original agreement.

Please coordinate with [Contact Person] for the return of any company materials or equipment in your possession.

Thank you for your services.

Best regards,

[Manager Name]

[Company Name]

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