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[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, ZIP]

[Contractor's Name]
[Contractor's Address]
[City, State, ZIP]

[Date]

Termination of Independent Contractor Letter

Dear [Contractor's Name],

I am writing to formally notify you that we are terminating the contract between [Your Company Name] and [Contractor's Company Name], effective [Termination Date]. This decision is based on [provide a brief explanation of the reason for termination, such as performance issues, breach of contract, or changes in business needs].

The termination of the agreement means that your services as an independent contractor for [Your Company] will no longer be required beyond the termination date. As per the terms of the Independent Contractor Agreement, we would like to outline the following details:

1. Termination Date: [Termination Date]
2. Final Payment: We will process your final payment for all outstanding invoices or work completed up to the termination date. Please provide us with any outstanding invoices or supporting documentation no later than [Date] to ensure prompt payment.
3. Return of Company Property: You are kindly requested to return any company property, including but not limited to equipment, tools, keys, documents, or any other items belonging to [Your Company]. Please arrange for the return of these items to [Company Address] no later than [Date].
4. Confidentiality Obligations: Even after the termination of our working relationship, you are expected to maintain the confidentiality of any confidential information you may have acquired during your engagement with [Your Company], as outlined in the Non-Disclosure Agreement signed between us.
5. Non-Competition Obligations: Please be reminded of any non-competition obligations stated in the Independent Contractor Agreement, which may still be applicable after termination.

We appreciate the time and effort you have dedicated to [Your Company] during your tenure as an independent contractor. If you have any questions or need further clarification regarding this termination, please do not hesitate to contact me directly at [Email Address] or [Phone Number].

We wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company]

I, [Contractor's Name], hereby acknowledge receipt of the above termination letter and confirm my understanding of the termination of our Independent Contractor Agreement, effective as of [Termination Date]. I also acknowledge my ongoing obligations regarding confidentiality and non-disclosure as outlined in the agreement.

[Contractor's Name]

Signature: [Signature]

Date: [Date]