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[Your Name]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]

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

[Date]

Contractor Termination Letter

Dear [Contractor's Name],

I regret to inform you that, due to [provide detailed explanation of the reasons for termination, including any performance issues or breaches of contract], we are terminating the Contractor Agreement ("Agreement") dated [Agreement Date] between [Company Name] ("Company") and [Contractor's Name]. This termination is effective as of [Termination Date], in accordance with the terms and conditions outlined in the Agreement.

1. Termination of Agreement:
The termination of the Agreement means that your engagement as a contractor with [Company Name] will cease. As of the effective date of termination, you are no longer authorized to provide any services or act on behalf of the Company. Please ensure that all work, projects, or deliverables assigned to you are completed or transferred to another designated individual or contractor, as agreed upon by [Company Name].
2. Return of Company Property:
It is imperative that you return all company property, documents, and materials in your possession without delay. This includes, but is not limited to, the following items:
	* [List specific items to be returned, such as laptops, access cards, keys, software, confidential documents, etc.]
3. Outstanding Payments and Reimbursements:
Any outstanding payments or reimbursements owed to you for services rendered up to the termination date will be processed in accordance with the terms of the Agreement. Please provide any necessary documentation or invoices to facilitate the timely processing of your final payment.
4. Confidentiality and Non-Disclosure Obligations:
As outlined in the Agreement, you are reminded of your ongoing obligations regarding confidentiality and non-disclosure. You must continue to maintain the confidentiality of any sensitive information or proprietary data obtained during your engagement with [Company Name], both during and after the termination of your contract. Any further unauthorized use or disclosure of confidential information may result in legal consequences.
5. Non-Competition and Non-Solicitation Obligations:
You are reminded of your obligations regarding non-competition and non-solicitation as outlined in the Agreement. You shall not, directly or indirectly, engage in any business activity that competes with [Company Name]'s business activities or solicit any clients, customers, or employees of the Company, as specified in the Agreement.
6. Final Settlement and Release:
Upon your return of company property and the resolution of any outstanding payments or reimbursements, [Company Name] will consider the termination process complete. However, we may require you to sign a final settlement and release agreement, which would outline the terms of the termination and the release of any claims against the Company. You will be contacted separately to discuss this matter if necessary.
7. Miscellaneous:
This termination does not absolve either party of any pre-existing obligations or liabilities under the Agreement or any other relevant agreements between [Contractor's Name] and [Company Name]. The termination of the Agreement shall not prejudice any rights, claims, or remedies that either party may have against the other party for any breach or default that occurred prior to the termination.

We appreciate the services you have provided to [Company Name] during your engagement as a contractor and regret that this termination has become necessary. We wish you success in your future endeavors.

Should you require any further information or clarification, please do not hesitate to contact me directly. This letter serves as the official notice of termination, and no further action is required from you.

Thank you for your cooperation.

Sincerely,

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

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]