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[Your Name]  
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[Phone Number]  
[Date]

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

Termination of Independent Contractor Letter

Dear [Contractor's Name],

I hope this letter finds you well. It is with regret that I am writing to inform you that our Independent Contractor Agreement, dated [Agreement Date], is hereby terminated, effective [Termination Date]. This decision is made after careful consideration of the circumstances surrounding our business relationship.

As per the terms of our Independent Contractor Agreement, either party has the right to terminate the agreement by providing written notice within the specified notice period. Please note that the termination is not a reflection of your performance or abilities, but rather a strategic decision based on our current business needs.

Effective immediately, you are no longer authorized to provide any services or perform any work on behalf of [Your Company Name]. We kindly request that you return any company property, equipment, or materials in your possession within [Specify a reasonable timeframe, e.g., 5 business days] from the date of this letter. This includes but is not limited to:

* [List any specific company property or equipment]
* [Specify any other items relevant to your business]

Furthermore, we remind you of your ongoing obligations concerning confidentiality and non-disclosure as outlined in our Independent Contractor Agreement. You are required to maintain the confidentiality of any proprietary information, trade secrets, or other sensitive materials obtained during the course of your engagement with [Your Company Name].

Upon receipt of this letter, we kindly request that you confirm in writing your understanding and agreement to the termination of our business relationship, as well as your commitment to comply with the terms stated herein.

We appreciate the services you have provided to [Your Company Name] during your tenure as an independent contractor, and we wish you success in your future endeavors. If you have any questions or require further clarification, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your 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]