

Contractor Agreement Notice of Non-Renewal of Contract

This **contractor agreement notice of non-renewal of contract form sample** provides a clear template for formally informing a contractor about the decision not to renew their contract. It ensures legal compliance while maintaining professional communication. Using this sample helps streamline the notification process and protects both parties' interests.

Notice of Non-Renewal

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

From: [Your Company Name or Representative]

Address: [Company Address]

Subject: Notice of Non-Renewal of Contractor Agreement

Dear [Contractor Name],

This letter serves as formal notice that the current Contractor Agreement between [Your Company Name] and [Contractor Name], dated [Start Date of Agreement], will not be renewed upon its expiration on [Contract End Date].

Please be assured that this decision is in accordance with the terms of our agreement, which allow for either party to elect not to renew with written notice. All deliverables and obligations must be fulfilled by the contract end date.

We thank you for your services and professionalism. Should you have any questions regarding this notice or need further clarification, please contact us at [Contact Information].

We wish you success in your future endeavors.

Sincerely,

[Authorized Signatory Name]

[Title/Position]

[Your Company Name]

For Internal Use

- Date Notice Sent: _____
- Contractor Acknowledged Receipt: Yes / No
- Final Deliverables Due: _____