

Termination Notice Form

Independent Contractor Services

This **termination notice form** sample is designed specifically for independent contractor services, ensuring clear communication of contract termination. It provides a professional and legally compliant template to outline the end of service terms. Using this form helps both parties avoid misunderstandings and maintain proper documentation.

Date of Notice:

To (Contractor Name):

Contractor Address:

From (Client/Company Name):

Client Address:

Subject: Notice of Termination of Independent Contractor Services

Dear [Contractor Name],

This letter serves as formal notice of termination of the Independent Contractor Agreement dated [Agreement Date] between [Client/Company Name] ("Client") and [Contractor Name] ("Contractor"). The agreement will be terminated effective [Effective Termination Date].

Reason for Termination (optional):

Final Payment/Deliverables Information:

Please submit any outstanding deliverables or invoices by [Due Date]. Final payment will be processed upon completion and acceptance of all contract terms.

Additional Notes (optional):

Sincerely,

Client/Company Representative Name

Title

This sample termination notice form is for reference only. Consult a legal professional to ensure compliance with applicable laws and your contract terms.