

Contractor Termination Notice Form (Immediate Effect)

This **contractor termination notice form** sample provides a clear template to formally end a contractor agreement with immediate effect. It ensures all necessary details are communicated promptly and legally. Use this form to protect your interests and maintain professionalism during contract termination.

To (Contractor Name):

Contractor Address:

From (Company/Client Name):

Contract/Agreement Date:

Termination Effective Date:

(Effective immediately upon receipt)

Reason(s) for Termination (optional):

Notice Content:

Dear *[Contractor Name]*,

This letter serves as formal notice of termination of your contractor agreement with *[Company/Client Name]*, effective immediately upon receipt of this notice, in accordance with the terms set forth in our agreement dated *[Agreement Date]*.

You are requested to return any company property, documents, or materials in your possession immediately. All outstanding payments and obligations will be settled as per the terms in the agreement.

Should you have any inquiries, please contact *[Contact Person/Department]*.

Thank you for your services.

Authorized Company Representative:

Name

Job Title

Date:

Signature: