

Notice of Termination of Contract Employment

This **notice of termination form sample** for contract employees provides a clear and professional template to formally end contractual agreements. It ensures all necessary details are documented, facilitating transparent communication between employers and contract workers. Using this form helps maintain compliance with employment policies and legal requirements.

Employee & Employer Information

Employee Name:

Employee ID/Contract Number:

Employer/Company Name:

Contract Details

Contract Start Date:

Original Contract End Date:

Termination Details

Effective Termination Date:

Reason for Termination:

Notice Period Given (if applicable):

Additional Notes & Instructions

Comments or Special Instructions:

Employer Signature:

Sign or type name

Employee Signature:

Sign or type name

Date:

This is a sample template. Please customize it to suit your organization's policies and ensure compliance with local labor laws.