



Re: Termination of Independent Contractor Agreement Letter

Dear _____,

In line with the Independent Contractor Agreement ("**Agreement**") between you and our company, you serve as an independent contractor since _____.

As you know, Article 3 of the Agreement gives right parties to terminate the Agreement at any time with a 30 days prior notice. Please consider this as a notice of termination under the Article 3 of the Agreement.

As per the terms in the Agreement, you will be paid any remaining fees for the fully completed projects or services rendered. Payment shall be made in the pay period in accordance with the terms of the Agreement.

Please take note that only services rendered and accomplished shall be paid. Any other work or services that have not yet been performed shall not be part of the final pay.

In the event of any controversy regarding the termination of the Agreement, please do not hesitate to reach us out at +1-555-2020.

Kind Regards,



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