

**CONTRACTOR TERMINATION LETTER**

Contractor Name (please print): \_\_\_\_\_

\_\_\_\_\_ would like to inform you that it plans to terminate the Independent Contractor Agreement dated \_\_\_\_\_ (the "Agreement"). Termination will occur on \_\_\_\_\_.

**Any unpaid services or work performed prior to the termination of the agreement will be paid in accordance with the terms of the agreement.**

**Review of the confidentiality agreement or non-compete agreement:** Remember to adhere to the non-disclosure agreement, confidentiality, and/or non-compete agreement you signed upon hiring. According to this agreement, you are not permitted to disclose any company trade secrets, practices, or methods of operation. \_\_\_\_\_ is entitled to take legal action if it is revealed that you disclose trade secrets during or after the termination of this agreement.

**Return of Property:** Please list and return any property of \_\_\_\_\_ that you have in your possession. In addition, please provide any passwords and other information pertaining to accessing computer software and/or files.

**Other:**

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Contractor's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's signature)

\_\_\_\_\_  
(Date)