

Date: [Insert Date]

To: [Agent Name]
[Agent Address]
[City, State, Zip Code]

Subject: Notice of Termination of Independent Contractor Agreement

Dear [Agent Name],

This letter serves as formal notification that [Company Name] is terminating its Independent Contractor Agreement with you, effective [Final Date of Contract].

In accordance with the terms outlined in our agreement, please take note of the following transition requirements:

- **Final Commission/Payment:** Your final payment for services rendered through [Date] will be processed on [Date] via [Method of Payment].
- **Return of Property:** Please return all company-owned property, including [Key Cards, Marketing Materials, Files, Equipment], by [Return Date].
- **Access to Systems:** Your access to company portals, databases, and email systems will be deactivated on [Deactivation Date].
- **Confidentiality:** We remind you of your ongoing obligations regarding non-disclosure and confidentiality as specified in Section [Number] of your signed agreement.

If you have outstanding client files or pending documentation that requires immediate handover, please coordinate with [Name/Department] at [Email/Phone Number] no later than [Date].

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]