

Project Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We regret to inform you that after careful consideration, we have decided to cancel the [Project Name] effective immediately. This decision has been made due to ongoing performance issues that have not improved despite several attempts at resolution.

We appreciate the efforts made by your team and understand that various factors can contribute to such challenges. However, it is in our best interest to redirect our resources towards other initiatives that align with our goals.

Please ensure that all project-related materials and documentation are returned to us by [insert deadline]. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]