

Freelance Contract Termination Letter

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally inform you that we are terminating our freelance contract dated [Insert Contract Start Date] due to unsatisfactory performance.

Despite our discussions and efforts to address the issues regarding [briefly mention specific performance issues], there has been no significant improvement. Therefore, we believe it is in the best interest of both parties to discontinue our collaboration effective immediately.

Please ensure that all outstanding work is submitted by [Insert Deadline for Final Work Submission], and we will settle any outstanding payments for services rendered up to this date.

Thank you for your time and efforts. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]