

Vendor Termination Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We regret to inform you that your contract with [Your Company Name] is being terminated effective immediately due to a violation of our company policies. Specifically, on [insert date of violation], we noted the following violation(s):

- [Describe the specific violation]
- [Describe any additional violations, if applicable]

This decision has been made after a thorough review of the situation, and we believe it is in the best interest of our company to terminate our relationship. Please ensure that all outstanding invoices are submitted by [insert deadline] for processing.

We appreciate your previous contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]