

Vendor Partnership Termination Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We regret to inform you that [Your Company Name] has decided to terminate our partnership with [Vendor Name], effective [Termination Date]. This decision has been made due to ongoing performance issues that have not met the standards outlined in our agreement.

Despite previous discussions and opportunities for improvement, we have not seen the necessary advancements in service and quality. We have appreciated the efforts you have made; however, we must prioritize our obligations to our clients and stakeholders.

Please consider this letter as a formal notice of termination as per the terms stipulated in our contract. We ask that you finalize any outstanding matters by [Finalization Date].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]