

Vendor Partnership Termination Notice

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We appreciate the services you have provided to [Your Company Name]. However, we regret to inform you that we have decided to terminate our partnership due to ongoing issues related to unsatisfactory delivery timelines.

Despite previous discussions and attempts to address these concerns, we have not seen the necessary improvements in your delivery performance. As timely delivery is critical to our operations, we must move forward with other vendors who can meet our requirements.

Please consider this letter as formal notice of termination of our partnership, effective immediately. We request that you cease all services and refrain from any further engagements regarding our projects.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]