

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Termination Notice for Breach of Contract

Dear [Subcontractor's Name],

This letter serves as a formal notice of termination of our subcontractor agreement dated [Contract Date] due to breach of contract. Despite previous communications regarding the following issues:

- [Specify breach - e.g., failure to meet deadlines]
- [Specify breach - e.g., substandard work quality]
- [Specify breach - e.g., failure to comply with safety regulations]

We regret to inform you that we have no choice but to terminate our contractual relationship, effective immediately.

Please return any company property and settle all outstanding matters by [Final Settlement Date]. Failure to comply may result in further legal action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]