

Termination Notice

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to formally notify you that we are terminating our subcontractor agreement, effective [Insert Termination Date], due to ongoing poor performance in relation to the specified contractual obligations.

Despite multiple discussions regarding your performance issues, including [list specific performance issues or incidents], we have not seen the necessary improvements required to meet our project's standards.

Please ensure that you complete any outstanding work and submit your final invoices by [Insert Final Invoice Due Date]. We expect that all materials and work products will be returned to us in accordance with our agreement.

We regret to take this action and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]