

# 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 of the termination of our subcontract agreement dated [Insert Date of the Agreement]. This action is due to your failure to meet the agreed-upon deadlines as outlined in our contract.

Despite multiple reminders and attempts to address the delays, the performance has not improved. As a result, we believe it is in our best interest to terminate our relationship effective immediately.

Please ensure that all outstanding work is completed and any company property is returned by [Insert Return Date]. We appreciate your cooperation in this matter.

Thank you for your attention to this notice.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]