

Termination Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Termination of Subcontract Agreement

Dear [Subcontractor Name],

We hereby notify you that, as of [Effective Termination Date], your subcontract with [Your Company Name] for the project titled "[Project Name]" has been terminated. This decision is effective due to the completion of the project.

We would like to take this opportunity to thank you for your services and commitment during the course of this project. Please ensure that all outstanding matters, including the submission of final invoices, are settled by [Final Settlement Date].

If you have any questions regarding this termination notice, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]