

Termination Notice

Date: [Insert Date]

To: [Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to formally notify you of our decision to terminate the subcontract agreement dated [Insert Date of Agreement] between [Your Company Name] and [Subcontractor Name], due to unsatisfactory work quality.

Despite previous discussions regarding the quality of work, we have found that the standards required for this project have not been met. Specific issues include [briefly list the unsatisfactory work quality issues]. We have given several opportunities to rectify these concerns, but unfortunately, there has been no significant improvement.

This termination will be effective immediately as of [Insert Termination Date]. We request that you cease all work on the project immediately and submit any remaining invoices for work completed up to this date.

We appreciate your efforts thus far and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]