Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

This letter serves as a formal notice of termination of our contract dated [Insert Contract Date] due to non-compliance with the terms outlined therein.

Despite previous discussions regarding your lack of adherence to the agreed upon specifications and deadlines, we have not observed any substantial improvement. As specified in section [Insert Section] of the contract, we are hereby terminating our agreement effective immediately.

Please ensure that all work is halted and any company property is returned by [Insert Return Date]. We expect your cooperation in settling any outstanding matters.

Thank you for your past efforts.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]