

Contractor Termination Notice for Poor Performance

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We regret to inform you that due to ongoing performance issues, we are terminating our contract with you effective [insert termination date]. Despite multiple discussions regarding your performance in relation to the agreed standards, we have not seen the necessary improvements.

We appreciate your efforts; however, the failure to meet project deadlines and quality expectations has led us to this decision. Please ensure that all outstanding work and any necessary documentation are completed by the termination date.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]