

Contractor Termination Notice

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Termination of Contract Due to Project Delay

We regret to inform you that we are terminating the contract dated [Insert Contract Date] for the [Project Name/Description] due to ongoing delays that are affecting the project's timeline and overall goals.

Despite our previous discussions and attempts to rectify the situation, the delays have persisted, and we find it necessary to take this course of action. As per the terms of the contract, we are providing you with [Insert Number of Days] days' notice of termination, effective immediately.

We request that you cease all work on the project and submit any outstanding invoices by [Insert Deadline for Invoices]. Additionally, please ensure the return of any company property and documentation related to the project.

Thank you for your attention to this matter. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]