

Termination of Contract

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name]. This decision has been made due to your failure to uphold the terms of the agreement.

Despite our previous communications regarding your non-compliance with the specified terms, we have seen no improvement in your performance. As per the terms outlined in Section [Insert Section Number] of the contract, we are compelled to take this action.

We request that you cease all work related to this contract immediately and return any company property by [Insert Deadline for Return].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]