

Immediate Termination of Services

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We regret to inform you that we are terminating our services with you effective immediately due to non-compliance with our terms and conditions. Despite previous communications regarding this matter, we have not seen adequate resolution.

We appreciate the time we have worked together; however, your failure to meet agreed-upon standards necessitates this action. Please cease all related activities and return any company property immediately.

If you have questions regarding this decision, please contact us at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]