

Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of your contract with [Company Name], effective immediately due to unsatisfactory job performance.

Despite several discussions regarding your performance and attempts to provide the necessary support for improvement, we have not seen the required progress in your work over the specified period.

Please return all company property and complete any outstanding tasks by [Insert Deadline].

We appreciate your contributions during your tenure with us and wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Company Name]