

# Subcontractor Agreement Termination Letter

Date: [Insert Date]

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

[Subcontractor's Name]  
[Subcontractor's Position]  
[Subcontractor's Company Name]  
[Subcontractor's Address]  
[City, State, Zip Code]

## Subject: Termination of Subcontractor Agreement

Dear [Subcontractor's Name],

This letter is to formally notify you that we are terminating our Subcontractor Agreement dated [insert date of the agreement], due to breach of contract. The specific breaches observed include:

- [Detail the first breach]
- [Detail the second breach]
- [Detail any additional breaches]

As per Section [insert relevant section number] of our agreement, we are exercising our right to terminate the contract effective immediately, as of [insert effective termination date].

Please return any company property in your possession and settle any pending accounts by [insert deadline for return of property and settlement].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]