

Notice of Termination of Subcontractor Agreement

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to formally notify you of the termination of the subcontractor agreement dated [Insert Agreement Date] between [Your Company Name] and [Subcontractor Name]. This decision has been made due to your consistent non-performance and failure to meet the contractual obligations outlined in the agreement.

Despite our previous communications regarding performance issues, your failure to address these concerns has compelled us to take this action. As per the terms established in section [Insert Relevant Section] of the agreement, we are exercising our right to terminate the contract effective immediately.

Please ensure that you cease all work immediately and provide a final invoice for any completed work by [Insert Final Invoice Date]. We will settle any outstanding payments owed for satisfactory work performed up to this date.

We regret that it has come to this conclusion, but we must prioritize the successful completion of the project. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]