

Vendor Termination Notification

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We regret to inform you that we have decided to terminate our vendor relationship effective immediately due to ongoing performance issues that have not been resolved despite our previous discussions.

Over the past [insert time period], we have identified several instances of unsatisfactory performance, including [list specific performance issues]. We have made several attempts to address these issues, including [mention any previous communications or efforts for resolution], but unfortunately, the expected improvements have not occurred.

As a result, we will no longer require your services and request that you cease all work related to our account. Please ensure that all outstanding invoices are submitted by [insert deadline for invoices] so we can process your final payment.

We appreciate your past efforts and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]