

# Vendor Termination Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We regret to inform you that [Your Company Name] has decided to terminate our agreement with [Vendor Name] effective [Termination Date]. This decision is a result of ongoing service level failures that have not been adequately addressed despite multiple discussions and opportunities for improvement.

Specifically, the following issues have been noted:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We appreciate the efforts made by your team; however, the consistent inability to meet the service levels outlined in our contract has led us to this conclusion. We believe it is in the best interest of our company to seek alternate solutions that better align with our operational requirements.

Please consider this letter as formal notice of termination as per the terms outlined in our contract. We request that you complete any outstanding obligations and provide any final invoices or documentation needed for closure by [Closure Date].

Thank you for your service during our partnership. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]