

Vendor Termination Notice

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

Date: [Insert Date]

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Contact Name],

Subject: Termination Notice for Contract Non-Compliance

We are writing to formally notify you of the termination of our contract dated [insert contract date] due to non-compliance with the terms outlined in the agreement. Despite our previous communications regarding these issues, we have not seen satisfactory resolution.

The specific instances of non-compliance include:

- [Detail instance 1]
- [Detail instance 2]
- [Detail instance 3]

As per the terms of our contract, we are exercising our right to terminate this agreement effective immediately. Please ensure that all outstanding work and deliverables are concluded by [insert last working day], and all company property is returned by that date.

We appreciate the efforts made thus far, but we deem this course of action necessary for the continued operations of our business.

If you have any questions regarding this termination, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]