

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Position]

[Service Provider's Company]

[Service Provider's Address]

[City, State, Zip Code]

Subject: Termination of Professional Services

Dear [Service Provider's Name],

We regret to inform you that we are terminating our professional services agreement effective immediately due to ongoing performance issues. Despite multiple discussions and opportunities for improvement, we have not observed the necessary changes to meet our standards and expectations.

We appreciate the efforts you have made; however, we must prioritize the needs of our organization. Please return any company property in your possession and finalize any outstanding matters at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]