

Termination of Artist Engagement

Date: [Insert Date]

[Artist's Name]

[Artist's Address]

[City, State, ZIP Code]

Dear [Artist's Name],

We regret to inform you that we are terminating your engagement with [Company/Organization Name], effective immediately, due to non-compliance with the terms of our agreement dated [Insert Agreement Date].

Despite our previous discussions and written warnings regarding the issues of non-compliance, including [briefly specify non-compliance issues], there has been insufficient improvement. This decision is in accordance with the termination clause outlined in our contract.

Please arrange to return any company property in your possession by [Insert Deadline]. Any outstanding payments for work completed up to this date will be processed in accordance with our agreement.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]