

Government Contract Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

City, State, Zip: [Contractor's City, State, Zip]

Subject: Termination of Contract [Contract Number]

Dear [Contractor's Name],

We regret to inform you that the contract referenced above, entered into on [Contract Start Date], is hereby terminated effective [Termination Date]. This decision has been reached due to [briefly state reasons for termination, e.g., non-compliance, performance issues, etc.].

Please ensure that all work is ceased immediately and that any outstanding invoices or necessary handover procedures are addressed by [Handover Date]. We request your cooperation in settling all outstanding matters swiftly.

Should you have any questions regarding this notice, please do not hesitate to contact [Your Name] at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Agency Contact Information]