

# Termination of Contract Due to Non-Performance

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date] related to [Project Name/Description]. This decision is due to your unsatisfactory progress on the project.

Despite our multiple discussions regarding the progress and performance expectations, we have observed that the work has not been completed in accordance with the agreed timeline and quality standards. Specifically, the following points have been areas of concern:

- [Detail specific instances of unsatisfactory progress]
- [Detail specific instances of unsatisfactory progress]
- [Detail specific instances of unsatisfactory progress]

Given the above reasons and in alignment with the termination clause in our contract, we hereby terminate our agreement, effective immediately. We request that you provide us with any outstanding documentation and settle any final invoices by [Insert Deadline].

We appreciate the efforts made thus far, but it is imperative that we proceed in a direction that best serves the interests of our project.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]