

Termination of Contract Due to Non-Performance

Date: [Insert Date]

[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] between [Your Company Name] and [Contractor's Name] due to breach of contract and non-performance of your obligations.

Despite multiple notifications and opportunities to rectify the issues identified, [specific issues related to performance] have not been addressed. As per the stipulations outlined in Section [insert section number] of the contract, we are compelled to terminate your services effective immediately.

Please arrange to return any company property in your possession and submit any outstanding invoices by [Insert Deadline]. Failure to comply may result in further actions.

We regret that it has come to this decision and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]