

Termination of Contract for Non-Performance

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Notice of Termination for Non-Performance

We are writing to formally notify you of our decision to terminate the contract dated [Insert Contract Date] between [Your Company Name] and [Contractor's Name] due to your failure to meet the deadlines as stipulated in our agreement.

Despite multiple reminders and discussions regarding the project timelines, we have observed persistent delays that have significantly impacted our operations. As a result, we can no longer continue with your services.

This termination is effective immediately. We request that you cease all work related to the contract and submit any outstanding invoices by [Insert Deadline for Invoices].

We thank you for your previous efforts and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]