

Notice of Termination for Non-Performance

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

Subject: Termination of Contract for Inadequate Quality of Work

Dear [Contractor's Name],

We are writing to formally notify you that, as of the date of this letter, we are terminating the contract dated [Insert Contract Date] between [Your Company Name] and [Contractor's Name] due to your inadequate quality of work.

Despite our efforts to address our concerns regarding the quality of the work performed on [specific project or job], there has been no satisfactory improvement. As per the terms outlined in our contract, we are compelled to take this action to protect our interests and ensure the successful completion of the project.

Please be advised that all outstanding payments for completed work will be processed in accordance with the contract terms and any additional necessary documentation should be submitted by [Insert Deadline for Final Documentation].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]