

# Termination of Contract for Non-Performance

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We regret to inform you that, due to your non-compliance with the project specifications outlined in our contract dated [Insert Contract Date], we are hereby terminating your contract for the [Insert Project Name] effective immediately.

This decision is based on the following reasons:

- [Specify Non-Compliance Issue 1]
- [Specify Non-Compliance Issue 2]
- [Specify Non-Compliance Issue 3]

You are required to cease all work immediately and return all company property, including [List Items], by [Insert Return Date]. Please ensure that all outstanding invoices are submitted by [Insert Invoice Submission Date] for review.

We thank you for your past efforts and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]