

Contract Termination Notice

Date: [Insert Date]

To: [Consultant's Name]

[Consultant's Address]

Dear [Consultant's Name],

Subject: Termination of HR Consultancy Contract for Breach of Contract

We write to inform you of the termination of your consultancy contract with [Company Name], effective immediately, due to a breach of contract.

The specific breaches observed are as follows:

- [Detail breach #1]
- [Detail breach #2]
- [Detail breach #3]

As per the terms stated in Section [insert section] of the contract signed on [insert contract date], we are exercising our right to terminate the contract forthwith.

Please arrange to return all company property in your possession within [insert number of days] days from the date of this letter.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]