

Contract Termination Notice

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We regret to inform you that we are terminating our consultancy contract dated [Insert Start Date of Contract], effective immediately, due to ongoing performance issues that have not been resolved despite our previous discussions and attempts to provide support.

This decision was not made lightly, and we appreciate the efforts you made during our time working together. However, we believe it is in the best interest of [Your Company's Name] to move forward with other options.

Please ensure that all outstanding tasks are completed by [Insert Deadline Date] and return any company property in your possession. Final payments will be processed as per the terms of our agreement.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]