

# Letter of Contract Termination

Date: [Insert Date]

To,

[Consultant's Name]  
[Consultant's Address]  
[City, State, Zip Code]

Dear [Consultant's Name],

We regret to inform you that your consultancy contract with [Company Name] is being terminated effective immediately due to non-compliance with the terms outlined in our agreement.

Despite previous communications regarding these issues, we have not seen sufficient improvement or compliance. Therefore, we have no choice but to terminate the contract as per the provisions outlined in section [insert section] of the agreement.

Please ensure that all company materials and confidential information are returned by [insert deadline]. Failure to comply may result in further legal actions.

We appreciate your past contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]