Non-Conformance Termination Notification

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We regret to inform you that we have decided to terminate your freelance contract effective immediately due to non-conformance with the project requirements and standards outlined in our agreement.

Despite our previous communications and attempts to address the issues, we have not observed the necessary improvements. This decision is made in compliance with the terms stated in Section [Insert Section Number] of our contract.

Please cease all work related to our project and return any materials or information you may have pertaining to this engagement.

We appreciate your understanding in this matter. If you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]