

Termination Notification for Non-Conformance

Date: [Insert Date]

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider Contact Name],

We regret to inform you that we are terminating our contract with [Service Provider Company Name] effective immediately due to non-conformance with the terms outlined in our agreement dated [Insert Contract Date].

This decision was made after careful consideration and reviews of the following instances of non-conformance:

- [Details of Non-Conformance 1]
- [Details of Non-Conformance 2]
- [Details of Non-Conformance 3]

We appreciate the efforts you have made; however, the continued breaches of contract have forced us to take this action. As per the terms of the agreement, we request that you cease all work immediately and provide any outstanding deliverables by [Insert Deadline for Outstanding Deliverables].

Please arrange to return any company property by [Insert Return Date]. We advise you to review your responsibilities regarding the confidentiality of any proprietary information we shared during our engagement.

If you have any questions regarding this termination, you may contact [Contact Person's Name] at [Contact Person's Phone Number] or [Contact Person's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]