

Non-Conformance Termination Notification

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

Dear [Subcontractor Name],

We are writing to inform you of the termination of your subcontract agreement with [Your Company Name] effective immediately due to repeated non-conformance with project specifications and standards.

Despite previous notices and discussions regarding the issues identified, including [briefly list specific non-conformance issues], we have not seen sufficient improvement in the quality of work.

As a result, we have no option but to terminate our agreement. We request that you cease all work on the project and return any property belonging to [Your Company Name] immediately.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]