

# Notification of Contractor Misconduct

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to formally address a matter of significant concern regarding your conduct in relation to the contract dated [Insert Date of Contract] for [Project Name/Description]. It has come to our attention that there have been multiple instances of non-compliance with the terms outlined in the contract.

The specific instances of misconduct include:

1. [Description of Non-Compliance 1]
2. [Description of Non-Compliance 2]
3. [Description of Non-Compliance 3]

These violations not only breach our agreement but also pose risks to the successful completion of the project. We take these matters seriously and expect immediate corrective actions to be implemented.

Please provide a written response outlining the actions you will take to address these issues by [Insert Deadline]. Failure to do so may result in further actions, including but not limited to termination of the contract.

We appreciate your prompt attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]