

Termination of Service Contract

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Termination of Service Contract

Dear [Contractor's Name],

We regret to inform you that due to inadequate performance in your services as outlined in our contract dated [Contract Date], we are terminating our service agreement effective immediately.

Despite our previous discussions and attempts to remedy the situation, we have not seen the necessary improvements. We appreciate the efforts you have made, but the standards required by our company have not been met.

Please return any company property in your possession by [Return Date]. Final payment will be processed per the terms of our contract, and any outstanding invoices must be submitted by [Invoice Submission Deadline].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]