

# Contract Termination Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you that your contract with [Company Name] is hereby terminated, effective immediately, due to misconduct issues. Despite previous discussions and warnings regarding your behavior, there has been no improvement.

The specific incidents that led to this decision include:

1. [Incident Description 1]
2. [Incident Description 2]
3. [Incident Description 3]

We regret that it has come to this but believe it is in the best interest of both parties. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]  
[Your Title]  
[Company Name]