

Contractor Termination Letter

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We regret to inform you that your services as a contractor for [Project/Company Name] are hereby terminated effective immediately due to performance issues.

Despite several discussions addressing the concerns regarding your performance, including [list specific issues, e.g., missed deadlines, quality of work], there has been insufficient improvement. We believe this decision is in the best interest of our project and the company.

Please ensure that any outstanding work is submitted by [final date, if applicable], and complete any necessary transition procedures as discussed.

We appreciate your efforts during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]