

Contract Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Termination of Contract Due to Negligence

Dear [Recipient Name],

We regret to inform you that we are terminating the contract dated [Contract Date] due to your continued negligence in fulfilling the terms and obligations outlined in the agreement.

Despite multiple warnings and attempts to resolve these issues, we have seen no significant improvement. The specific instances of negligence include:

- [Detail incident 1]
- [Detail incident 2]
- [Detail incident 3]

As per the terms of the contract, we are providing you with [notice period] notice, and the contract will officially end on [Termination Date]. Please ensure that all outstanding matters are settled before this date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]