

# Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

This letter serves as formal notification of the termination of our contract dated [Insert Contract Date] between [Your Company] and [Recipient Company]. This decision is due to the inadequate performance observed over the past [insert duration].

Despite our previous discussions on improving the quality of work, the necessary improvements have not been realized, leading to this action.

We thank you for your efforts and wish you well in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]