

Project Termination Notice

Date: [Insert Date]

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

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

RE: TERMINATION OF CONTRACT DUE TO BREACH

This letter serves as formal notice of termination of the contract entered into on [Insert Contract Date] between [Your Company Name] and [Contractor's Company Name] regarding [Project Name/Description].

As of this date, we have determined that there has been a material breach of contract due to [Briefly describe the breach, e.g. lack of progress, failure to meet specifications, etc.]. Despite previous communications regarding these issues, there has been insufficient improvement to warrant continuation of the project.

As per the terms outlined in section [Insert Section Number] of our contract, we are exercising our right to terminate this agreement effective immediately. Please stop all work related to the project as of [Insert Date], and provide us with a final invoice for any completed work.

We appreciate the efforts made thus far; however, we must proceed in the best interest of our company and stakeholders.

Should you have any questions regarding this termination, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]