

Project Termination Notice

Date: [Insert Date]

To: [Insert Contractor's Name]

From: [Insert Your Company Name]

Subject: Termination of Contract for [Project Name]

Dear [Contractor's Name],

This letter serves as a formal notice of termination regarding the contract for the [Project Name] as per the provisions outlined in Section [insert section number] of our agreement dated [insert contract date].

The termination is effective as of [insert termination date]. We request that you cease all work related to this project, and adhere to the following handover instructions:

1. Complete all ongoing tasks that can be finalized safely.
2. Provide a final report on the current status of the project including work completed, outstanding tasks, and any financial obligations.
3. Return all company property related to the project, including documents, tools, and equipment.
4. Make available all project files and documentation for our review.
5. Coordinate with our team for the transfer of responsibilities and any additional inquiries.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me at [insert your contact information].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]