

Project Termination Notice for Non-Performance

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you of the termination of the contract dated [Insert Contract Date] for the [Project Name] due to non-performance.

Despite multiple communications regarding your lack of progress and failure to meet the agreed-upon deadlines, we have not seen satisfactory improvements in your performance. As per the terms outlined in Section [Insert Section Number] of the contract, we are compelled to take this action.

Please consider this letter as official notice of project termination, effective immediately. We request that you cease all work related to the project and provide a final invoice for any completed work to date by [Insert Due Date for Final Invoice].

We regret that it has come to this, but we must prioritize the successful completion of the project. Should you wish to discuss this matter further, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]