Project Termination Notice

Date: [Insert Date]
To:
[Contractor's Name]
[Contractor's Address]
Subject: Termination of Contract Due to Safety Violations
Dear [Contractor's Name],
We regret to inform you that, as of [Insert Date], we are terminating our contract for the [Project Name] due to repeated safety violations observed on-site.
Despite our previous warnings and discussions regarding compliance with safety protocols, there have been documented instances that pose a significant risk to the health and safety of our workers and the surrounding community.
As per the terms of our agreement, we are exercising our right to terminate the contract in adherence to the safety regulations and ensuring the well-being of all parties involved.
Please ensure that all work ceases immediately and that you arrange for the removal of your equipment and personnel from the site by [Insert Deadline].
We expect a final accounting of services rendered and any outstanding payments to be addressed by [Include Date]. We appreciate your immediate attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[Your Contact Information]