

Service Level Agreement Termination Notice

Date: [Insert Date]

To: [Vendor/Service Provider Name]

Address: [Vendor/Service Provider Address]

Dear [Vendor/Service Provider Contact Name],

Subject: Termination of Service Level Agreement

We regret to inform you that due to unsatisfactory service delivery, we are hereby terminating the Service Level Agreement (SLA) dated [Insert SLA Date], between [Your Company Name] and [Vendor/Service Provider Name].

Despite previous discussions and attempts to resolve these issues, the service quality has not met the required standards outlined in the agreement. Our organization expects a certain level of reliability and performance, which has regrettably not been achieved.

As per the terms of the agreement, we have provided prior written notification of the issues encountered; however, sufficient improvements have not been observed. Therefore, effective [Insert Termination Date], the SLA will be considered terminated.

Please take note to cease all ongoing projects and provide a final invoice by [Insert Final Invoice Due Date]. Any pending matters should be addressed in a timely manner to ensure a smooth transition.

We appreciate your past efforts and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]