

Contract Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that we have decided to terminate our contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name] due to insufficient performance standards.

Despite our ongoing discussions and attempts to improve performance, we have not seen the necessary progress. This decision is effective immediately as of [Insert Termination Date].

Kindly ensure that all outstanding matters are resolved promptly and return any company property in your possession. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]