

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Termination of Contract Due to Non-Performance

Dear [Contractor's Name],

We are writing to formally notify you of the termination of our contract dated [Contract Date] for the [Description of Services]. This decision has been made due to your failure to perform as per the terms outlined in the agreement.

Despite our previous communications regarding these issues, including [briefly mention any prior notices or discussions], the performance issues have not been rectified. As a result, we are exercising our right to terminate the contract effective immediately.

Please take note that you are required to cease all work related to the contract and return any company property by [specific date]. We will prepare the final payment for any services rendered up until the termination date, minus any deductions for damages or unfulfilled obligations.

We hope you understand the necessity of this action and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]