

Termination of Service Agreement

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Dear [Service Provider's Name],

We are writing to formally notify you of the termination of our service agreement, effective immediately. This decision has been reached due to your consistent unsatisfactory performance in delivering the agreed-upon services.

Despite multiple discussions and opportunities to rectify the issues, the results have not met the standards outlined in our contract dated [Insert Contract Date]. As per the terms of the agreement, we are exercising our right to terminate the contract based on non-performance.

Please ensure that all company property is returned, and any outstanding invoices are submitted by [Insert Deadline]. We appreciate your previous efforts but must now move forward with a different service provider.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]