

Notice of Contract Termination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that, as of [Termination Date], your contract with [Your Company Name] will be terminated due to non-compliance with the terms outlined in the agreement.

Despite previous communications regarding the issues identified, we have not seen sufficient improvement. The specific non-compliance issues include:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

We appreciate the efforts you have made, but we must adhere to our company policies and ensure all contracts meet the required standards.

Please arrange to return any company property in your possession by [Return Date]. If you have any questions regarding this decision or the return process, feel free to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]