

Letter of Termination for Compliance Failure

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We regret to inform you that, effective immediately, your contract with [Company Name] is terminated due to failure to comply with the terms and conditions outlined in our agreement.

Despite our previous discussions and efforts to assist you in meeting compliance standards, we have not seen satisfactory improvements. This decision has been made in accordance with Section [insert relevant section] of our agreement.

All outstanding obligations must be settled by [insert deadline]. Please contact us to arrange for the return of any company property in your possession.

Should you have any questions regarding this termination, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]