

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that we are terminating the service contract between [Your Company] and [Recipient Company], effective [Termination Date]. This decision has been made due to consistent poor performance and failure to meet the agreed-upon standards outlined in our contract.

We have made multiple attempts to address these concerns, yet the required improvements have not been achieved. Our decision is final, and we will no longer require your services beyond the termination date mentioned above.

Please ensure that any outstanding invoices are submitted by [Final Invoice Submission Date] to allow for processing before the contract end date.

We appreciate your past efforts and wish you the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company]