

Contract Termination Letter

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Termination of Contract

Dear [Recipient's Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date], pertaining to [Brief Description of Contract]. This decision has been made due to continual oversight that has not met our agreed-upon standards.

As per the terms outlined in our contract, we are providing [Insert Notice Period] notice of termination. Our last working day under this agreement will be [Insert Last Working Day].

We appreciate your cooperation and understanding in this matter. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]