

Contractor Termination Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Termination of Contract Due to Breach

Dear [Contractor's Name],

We are writing to formally notify you of the termination of our contract dated [Insert Contract Date] due to your breach of contract as outlined in section [Insert Relevant Section].

The specific instances of breach are as follows:

- [Detail Breach 1]
- [Detail Breach 2]
- [Detail Breach 3]

In accordance with the terms of our agreement, this notice serves as [insert number of days] days' notice of termination. Your final payment, if any, will be processed as per the terms outlined in the contract.

Please ensure that you cease all work immediately and return any company property in your possession by [Insert Deadline Date].

If you have any questions regarding this termination, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]