

# Contractor Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you that your contract with [Company Name] will be terminated effective immediately due to a significant lack of communication.

Despite multiple attempts to reach you regarding project updates and other necessary communications, we have not received any responses. This lack of communication has hindered the progress of our project and is no longer feasible for our operational needs.

We appreciate the work you have done thus far, but we must move forward with another contractor who can meet our communication expectations.

Please ensure that all company property and any remaining work materials are returned by [return date]. We will arrange a final settlement of any outstanding payments post the return of property.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Contact Information]