

# Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Termination of Contract Due to Poor Performance

We regret to inform you that, after careful consideration, we have decided to terminate your contract with [Your Company Name], effective immediately. This decision has been made due to your consistently poor performance in meeting the agreed-upon standards and deadlines outlined in our contract dated [Insert Contract Date].

Despite our previous discussions and attempts to address these performance issues, there has been no significant improvement. We have documented instances of the following performance deficiencies:

- [Specific Performance Issue #1]
- [Specific Performance Issue #2]
- [Specific Performance Issue #3]

As a result, we believe it is in the best interest of both parties to terminate our business relationship. Please ensure that all work is halted immediately and that you return any property belonging to [Your Company Name] by [Insert Deadline].

Thank you for your past services. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]