

Contractor Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to formally notify you of the termination of the contract dated [Insert Contract Date] between [Your Company Name] and [Contractor's Name] due to your failure to meet the deadlines specified in the contract.

Despite our previous discussions and reminders regarding the importance of adhering to the project timeline, scheduled milestones have not been met as per our agreed terms. As a result, we find it necessary to terminate our agreement effective immediately.

Please consider this letter as formal notice of the termination of our contract. We request that you cease all work related to this project and provide a final invoice for any completed tasks by [Insert Final Invoice Due Date].

We appreciate your efforts thus far but must prioritize the completion of this project without further delay. We wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]