

Contractor Termination Notice

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Termination of Contract Due to Project Delays

We regret to inform you that, due to continued delays in the completion of the [Project Name] project, we have decided to terminate our contract with you, effective immediately.

This decision has been made following numerous discussions about the timeline and deliverables of the project, which have not been met despite our repeated efforts to address these issues. As per the terms outlined in our contract, we hold the right to terminate the agreement under these circumstances.

Please ensure that all project-related materials and tools are returned to us by [Insert Return Date]. Additionally, please provide us with a final invoice for any completed work by that date.

We appreciate the efforts you have put into the project thus far. Unfortunately, the ongoing delays have led us to this difficult decision.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]