

Contractor Termination Notice

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

This letter serves as formal notification of the termination of your contract with [Company Name] effective immediately. This decision has been made due to continuous quality of work concerns that have not been adequately addressed despite prior discussions and opportunities for improvement.

Specific issues include, but are not limited to:

- Failure to meet project deadlines.
- Substandard materials used in construction.
- Non-compliance with project specifications.

We expect you to cease all work immediately and to return any company property in your possession. We will finalize any outstanding payments for work satisfactorily completed up to this date, following our standard review process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]