

Contractor Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Subject: Termination of Contract Due to Scope Changes

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] regarding [Project Name/Description]. This termination is effective immediately due to significant changes in the project scope that have affected our agreement.

Despite our efforts to discuss the necessary amendments to the scope, we have not reached a satisfactory resolution. As outlined in Clause [Insert Clause Number] of the contract, we reserve the right to terminate the agreement under such circumstances.

We appreciate the work completed to date and wish you the best in your future endeavors. Please arrange to return any company property in your possession and address any outstanding financial matters associated with this contract.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]