

Termination Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

Subject: Termination of Construction Contract Due to Project Delays

We are writing to formally notify you of our decision to terminate the construction contract dated [Insert Contract Date] for the project located at [Insert Project Location].

Despite multiple conversations and notices regarding the project delays, we have observed that the work has not progressed as per the agreed timeline. As stipulated in Section [Insert Section Number] of our contract, we are entitled to terminate the agreement if there are unremedied delays beyond a specified period.

As of today, the following delays have not been rectified:

- [Specify Delay 1]
- [Specify Delay 2]
- [Specify Delay 3]

Therefore, this notice serves as our official termination of the contract, effective immediately. We request that you cease all work and remove your personnel and equipment from the site by [Insert Deadline Date].

Please arrange for a final accounting of any outstanding payments and return any documents or materials that are the property of [Your Company Name].

We appreciate the work completed thus far and regret the necessity of this action. Should you have any questions or require further clarification, please contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]