Letter of Termination of Subcontract

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We hereby notify you that, effective immediately, we are terminating the subcontract dated [Insert Date of Subcontract] between [Your Company Name] and [Subcontractor's Name] for [Project Name] located at [Project Address]. This termination is being executed due to the following issues:

- Consistent failure to meet project deadlines.
- Failure to comply with quality standards as outlined in the subcontract.
- Repeated breaches of contract terms that have not been rectified.

As per the terms of the contract, we will withhold any final payments until the necessary documentation has been processed. Please return any project materials and equipment immediately, and ensure that all work is stopped forthwith.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]