

Project Termination Notice

Date: [Date]

To: [Contractor's Name]

[Contractor's Address]

Subject: Termination of Construction Agreement

Dear [Contractor's Name],

We hereby inform you of our decision to terminate the construction agreement dated [Agreement Date] regarding the project located at [Project Location]. This decision is effective immediately as of [Date of Termination].

The reasons for this termination are as follows:

- [Reason 1]
- [Reason 2]
- [Reason 3]

As per the terms of the agreement, we will ensure that all outstanding payments for work completed up to this notice will be processed accordingly.

We request that you cease all work and remove your equipment from the site by [Removal Date]. Please contact us to discuss the formalities involved in this termination.

We appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]