

Termination Letter for Construction Work

Date: [Insert Date]

To: [Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Subject: Termination of Contract for Convenience

Dear [Contractor's Name],

We hereby inform you that we are terminating the construction contract dated [Insert Contract Date] regarding [Insert Project Name/Description] for convenience, effective [Insert Termination Date].

This decision was made after careful consideration and is in accordance with the terms outlined in the contract.

Please ensure that all work ceases immediately and provide us with any necessary documentation pertaining to the work completed up to this date.

We appreciate your efforts on this project and wish you well in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Information]