

Construction Contract Termination Letter Sample PDF

[Your Company Logo]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, ZIP Code]

Dear [Contractor's Name],

Subject: Termination of Construction Contract

It is with regret that we write to inform you that the contract between [Your Company Name] and [Contractor's Company Name], dated [Contract Date], is hereby terminated effective [Termination Date]. This action is due to several ongoing issues, including but not limited to:

1. Performance Delays: _____
2. Quality of Work: _____
3. Compliance Issues: _____

We have made numerous attempts to address these issues through meetings, notices, and revised deadlines. Unfortunately, the necessary improvements have not been realized.

We require the following actions to be taken immediately:

- **Cease all work activities by [Termination Date].**
- **Submit all final invoices by [Final Invoice Date].**
- **Remove all contractor-owned equipment and materials by [Equipment Removal Date].**
- **Return all company-owned items in your possession by [Return Date].**

We request your cooperation in ensuring a smooth transition. If you have any questions or require further clarification, please contact [Your Contact Person] at [Contact Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]