

---

# Construction Contractor Termination Letter

---

[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**

We regret to inform you that [Your Company Name] has decided to terminate the construction contract with [Contractor's Company Name] effective immediately. This decision comes after careful consideration and is based on the following reasons:

1. [Reason 1]: \_\_\_\_\_
2. [Reason 2]: \_\_\_\_\_
3. [Reason 3]: \_\_\_\_\_

**Despite our discussions and efforts to resolve these issues, the problems have persisted. Consequently, we find it necessary to end our contractual relationship.**

**Please be advised that any work performed after the date of this letter will not be compensated. We expect a final invoice for all completed and accepted work to date to be submitted within [Number] days.**

**We request that you:**

- **Remove all your equipment and materials from the site by [Date].**
- **Provide us with any necessary documentation and permits.**
- **Return any company property in your possession.**

**We appreciate the work you have done thus far and hope to settle all matters amicably.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**