

# Free Contractor Termination Letter Template

[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: Notice of Termination of Contract**

We regret to inform you that [Your Company Name] has decided to terminate our contract with [Contractor's Company Name] effective [Termination Date]. The decision to terminate the contract has been made due to the following reasons:

1. Failure to Meet Project Deadlines: \_\_\_\_\_
2. Inadequate Quality of Work: \_\_\_\_\_
3. Lack of Compliance with Contract Terms: \_\_\_\_\_



**We have documented these issues and discussed them with you on several occasions. Unfortunately, satisfactory resolution has not been achieved.**

**We ask that you:**

- **Cease all work immediately.**
- **Submit any outstanding invoices for completed work by [Invoice Submission Date].**
- **Remove all your equipment and materials from our premises by [Removal Date].**
- **Return any company property to our office by [Return Date].**

**We appreciate your prompt attention to these matters and hope to conclude our dealings professionally and amicably.**

**If you have any questions or require further information, please contact [Your Contact Person] at [Contact Number].**

**Thank you for your cooperation.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Your Company Name]**