

Termination Letter to Contract for Poor Performance

[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 Contract Due to Poor Performance

We regret to notify you that the contract between [Your Company Name] and [Contractor's Company Name], dated [Contract Date], is terminated effective immediately due to consistent poor performance. Despite our efforts to work with you to improve the quality and timeliness of your work, significant issues have persisted, including:

1. Missed Deadlines: _____
2. Substandard Quality: _____
3. Failure to Adhere to Safety Protocols: _____

These issues have severely impacted our project timelines and overall quality. Therefore, we are left with no alternative but to terminate the contract.

We require that you:

- **Halt all work immediately.**
- **Provide a final accounting of work completed and submit final invoices within [Number] days.**
- **Remove all your materials and equipment from the site by [Date].**
- **Return any company property to our office by [Return Date].**

We hope to resolve all outstanding matters amicably. If you have any questions or need further assistance, please contact [Your Contact Person] at [Contact Number].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]