

Formal Termination for Contract Violation

Subject: Immediate Termination of Contract - [Contract Number/Project Name]

Dear [Contractor Name],

This letter serves as formal notice of the immediate termination of your contract dated [Date], for [Project/Service Description]. This action is being taken due to material breach of contract terms, specifically [detailed description of breach].

Despite previous communications regarding these issues on [dates], the required corrections have not been implemented. As per Section [X] of our agreement, we are exercising our right to terminate this contract without further notice.

All work must cease immediately. Please return all company property, materials, and confidential information within 48 hours. Final payment will be processed according to work completed and accepted as of [date], minus any applicable penalties or damages.

We expect a smooth transition and professional handling of this matter.

Sincerely,

[Your Name]

[Title]

[Company Name]

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