

Formal Performance-Based Termination

Subject: Contract Termination Notice - Performance Concerns

Dear [Contractor Name],

Following our performance review meetings on [dates] and subsequent improvement plan discussions, we have decided to terminate your contract effective [date].

Despite providing clear expectations and additional support, the required performance standards have not been met. Specific areas of concern include:

- [List specific performance issues]
- [Timeline delays and missed deadlines]
- [Quality standards not met]

Your final payment will cover work completed through [date]. Please coordinate with [contact person] for the return of any company materials and the transition of ongoing tasks.

We wish you success in your future endeavors.

Professional regards,

[Your Name]

[Title]

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