

Subcontractor Termination Letter

[Your Company's Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, ZIP Code]

Dear [Subcontractor's Name],

Re: Termination of Subcontractor Agreement

I hope this letter finds you well. It is with regret that we must inform you of our decision to terminate the subcontractor agreement dated [Date of Subcontractor Agreement] between [Your Company's Name] and [Subcontractor's Name], effective [Termination Date]. This decision has been made after careful consideration and evaluation of the current project requirements and circumstances.

While we have valued the collaboration between our organizations, it has become necessary to make adjustments to our project structure and subcontracting arrangements. We would like to emphasize that this decision is not a reflection of your company's performance or capabilities.

Rather, it is a strategic step to align our project objectives and ensure its successful completion.

We appreciate the work and dedication you have contributed to our project during the term of the subcontractor agreement. We are committed to ensuring a smooth transition during this termination process. As part of this transition, we kindly request the following:

1. **Completion of Pending Work:** Please ensure the completion of any pending tasks or deliverables as outlined in the subcontractor agreement before the termination date.
2. **Return of Materials and Information:** We kindly request the return of any materials, equipment, documentation, or proprietary information that belong to [Your Company's Name] and were provided to your company under the terms of the subcontractor agreement.
3. **Settlement of Outstanding Payments:** We will review and settle any outstanding payments, invoices, or reimbursements in accordance with the terms and conditions of the subcontractor

agreement.

4. Cooperation in Transition: We encourage your cooperation in facilitating a smooth transition. This may involve providing information or assistance to our team as needed to ensure the continuity of the project.

Please note that any obligations or liabilities arising from the subcontractor agreement will continue to be binding until their full resolution.

We understand that this termination may raise questions or concerns, and we are available to discuss the details of the transition process or address any inquiries you may have. You can reach us at [Your Contact Information].

We thank you for your understanding and cooperation during this transition period. We sincerely wish you and your team continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]