

Formal Subcontractor Termination Letter

Subject: Termination of Subcontract Agreement

Dear [Subcontractor's Name],

This letter serves as official notice that your subcontract agreement with [Company Name], dated [Agreement Date], is being terminated effective [Termination Date]. The decision has been made due to consistent non-performance and failure to meet contractual obligations as outlined in our agreement.

Despite previous discussions and warnings regarding delays and quality issues, we have not seen sufficient improvement. Therefore, we must exercise our contractual right to terminate this agreement.

Please ensure that all pending work is ceased immediately and that any company property, materials, or documentation in your possession is returned within [X days]. Final payment will be processed in accordance with the terms of our contract after a full assessment of outstanding work.

We appreciate the work completed thus far and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

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