

Non-Performance Termination Letter

Subject: Termination of Agreement Due to Non-Performance

Dear [Vendor Name],

We regret to inform you that due to consistent non-performance in delivering contracted services/products, [Company Name] is terminating the vendor agreement effective [Date].

All pending work must be halted, and any company property or data should be returned.

Outstanding invoices will be reviewed as per terms. We appreciate past efforts but must prioritize operational standards.

Sincerely,

[Your Name]

[Position]

[Company Name]

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