

Termination letter citing non-performance

Subject: Notice of Contract Termination

Dear [Vendor's Name],

It is with regret that we must terminate our contract agreement dated [contract start date], effective [termination date]. This decision results from repeated non-performance and failure to meet the agreed-upon service standards, despite prior reminders and discussions.

We request that you cease all ongoing work immediately and submit any pending invoices by [deadline]. Our finance department will ensure all legitimate dues are cleared promptly.

We appreciate your past efforts but must prioritize vendors who can meet our operational needs consistently.

Sincerely,

[Your Name]

[Position]

[Company Name]

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