

# Contractor Termination Notice Form

## (For Non-Performance)

This **contractor termination notice form** sample is designed to formally document the termination of a contractor due to non-performance. It ensures clear communication of the reasons for termination while protecting legal rights. Using this template helps streamline the process and maintain professionalism in contract management.

### Contractor Information

Contractor Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Project/Agreement Information

Project/Service Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Start Date: \_\_\_\_\_

Termination Effective Date: \_\_\_\_\_

### Reason for Termination

This notice serves as formal notification of the termination of the contract with the above-named contractor due to non-performance as outlined below:

- Failure to meet contractual milestones or deadlines
- Substandard quality of work
- Lack of communication or response
- Other: \_\_\_\_\_

Please be advised that this termination is being executed in accordance with the terms specified in the contract agreement (*cite relevant section or clause*).

### Next Steps

1. All work must cease immediately upon receipt of this notice.
2. Return all company property and confidential materials by \_\_\_\_\_.
3. Final invoice submission deadline: \_\_\_\_\_.
4. Contact **[Name]** at **[Contact Information]** for any questions.

### Acknowledgment

By signing below, the contractor acknowledges receipt of this termination notice and understands the terms thereof.

Authorized Representative (Company):

Contractor:

\_\_\_\_\_  
Name:  
Title:  
Date:

\_\_\_\_\_  
Name:  
Title:  
Date: