

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: _____