

Contractor Termination Notice Form

This **contractor termination notice form** sample is designed to formally notify contractors of their non-compliance with agreed terms. It serves as a clear and professional document to initiate contract termination while ensuring legal and procedural accuracy. Use this template to communicate issues effectively and protect your business interests.

Date of Notice: _____

To:

Contractor Name: _____

Company Name (if applicable): _____

Address: _____

City, State, ZIP: _____

From:

Company/Representative Name: _____

Position>Title: _____

Address: _____

City, State, ZIP: _____

Subject:

Termination of Contract for Non-Compliance

Dear [Contractor Name],

This letter is to formally notify you that your contract dated [Contract Start Date] for [Project/Service Description] is being terminated effective [Termination Effective Date] due to the following non-compliance with the agreed terms:

- _____
- _____
- _____

As per the contract terms, the following actions have been taken and/or required:

- Final invoice/payment settlement details: _____
- Return of company property: _____
- Other requirements: _____

Should you have any questions regarding this notice or require further clarification, please contact us at [Contact Information].

Thank you for the services provided up to this point.

Sincerely,

Signature

Name & Title