

# 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