

# Notice of Contractor Termination Form

This **notice of contractor termination form** sample is designed to formally document the termination of a contractor due to cost overruns. It ensures clear communication of the reasons behind the contract termination while protecting the interests of all parties involved. Using this template helps streamline the termination process and maintain legal compliance.

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## 1. Contractor Information

Contractor Name:

Company Name:

Address:

## 2. Project Information

Project Name/Description:

Contract Number:

## 3. Notice of Termination

Dear [Contractor Name],

This letter serves as formal **notice of termination** of the construction/services contract dated  for the project identified above, effective as of .

The reason for this termination is due to repeated and significant **cost overruns** that exceed the budget specified in the contract, despite notification and opportunities to address these issues.

## 4. Settlement and Final Steps

Please provide all outstanding invoices, a final accounting of work completed, and return all company property, documentation, and project materials in your possession. Any remaining payments owed, subject to contract terms, will be processed after final review.

## 5. Contact Information

Contact Person:

Phone:

Email:

## 6. Signature

Authorized Signature:

Date:

MM/DD/YYYY

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*This document template is for reference purposes only and should be reviewed by legal counsel before use.*