

# Contractor Termination Notice Form

This **contractor termination notice form** sample is designed to formally document the termination of a contractor's agreement due to incomplete work. It clearly outlines the reasons for termination and provides a legal record to ensure clear communication between parties. Using this form helps protect your rights and facilitates a smooth resolution of contractor disputes.

**Date of Notice:**

**To (Contractor's Name & Company):**

**Contractor Address:**

**Project/Agreement Name or Reference No.:**

**Date Work Commenced:**

**Date Work Stopped (if applicable):**

**Reason for Termination:**

Failure to complete contracted work as agreed upon in the contract dated [insert original contract date]. Despite prior communications and requests for completion, the following work remains incomplete:  
[list specific incomplete work].

**Actions Taken Prior to Termination:**

[Describe any formal notices, warnings issued, or attempts to resolve the issue before termination]

**Effective Date of Termination:**

**Additional Notes or Instructions:**

**Issued By (Name & Title):**

**Signature:**

**Date:**

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*Note: Please retain a copy of this notice for your records and send a copy to the contractor via certified mail or other traceable service.*

