

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Title/Position, if applicable]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Notice of Contract Termination Due to Non-Performance

Dear [Recipient Name],

This letter serves as formal notice of contract termination due to non-performance. As per the contract between [Your Company/Organization Name] and [Recipient/Contractor Name] dated [Contract Date], you were obligated to fulfill the following contractual duties:

- [List specific obligations not met]
- [Further performance issues or failures]

Despite repeated communications and our attempts to resolve these issues, specifically on [list dates and brief description of prior communications or warnings], the outlined performance deficiencies remain unresolved. These breaches of contract constitute a failure to perform as required under the agreement.

As a result, and in accordance with the contract's termination clause [reference relevant clause, if applicable], we hereby terminate the agreement effective immediately. Please consider this letter as our final notice of termination. We request that you cease all work related to the contract and return any company property or confidential materials in your possession by [return deadline, if required].

We reserve all rights and remedies available to us under the law and the terminated contract. Should you have any questions or require clarification, please contact [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Contact Information]