

# Sample Letter for Termination of Contract with Notice Period Due to Non-Performance

This document provides a **sample letter for termination of contract with notice period due to non-performance**, offering a formal and professional template for employers to communicate contract termination to an employee or contractor. It ensures clear articulation of the reasons related to non-performance, outlines the notice period as stipulated in the agreement, and maintains a respectful tone to uphold legal and ethical standards during the termination process.

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[Your Company Letterhead]

Date: [Insert Date]

To,  
[Employee/Contractor Name]  
[Employee/Contractor Address]  
[City, State, Zip Code]

**Subject: Notice of Termination of Contract Due to Non-Performance**

Dear [Employee/Contractor Name],

This letter serves as formal notice of the termination of your contract with [Company Name], dated [Contract Start Date], in accordance with the terms and conditions stipulated in the agreement.

Unfortunately, despite several discussions, performance reviews, and attempts to support improvement, your performance has consistently fallen below the expected and required standards for your role. Specific instances include [briefly mention examples of non-performance]. As per clause [Insert Relevant Clause] of your contract, non-performance is considered a valid ground for contract termination.

In line with the provisions stated in your contract, we are providing you with a notice period of [Notice Period Duration], effective from the date of this letter. Your employment/engagement will conclude on [Last Working Day, calculated based on notice period].

During the notice period, you are expected to continue fulfilling your duties professionally, unless specifically instructed otherwise. You are also requested to complete all pending work, return company property, and participate in a formal handover process as required.

Please note that all salary and dues up to your last working day will be settled as per company policy and contract terms.

We thank you for your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]  
[Your Position/Designation]  
[Company Name]  
[Contact Information]

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*Note: This template is for reference only and should be customized to comply with your contractual terms and local employment laws. Consider seeking legal advice before issuing a termination notice.*