

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

RE: TERMINATION OF SUBCONTRACT AGREEMENT

We are writing to formally notify you of the termination of our subcontract agreement dated [Insert Date of Agreement], in accordance with the terms outlined in Section [Insert Section Number] of our agreement.

The effective date of termination will be [Insert Effective Date]. This decision has been made due to [briefly state reason for termination, e.g., performance issues, breach of contract, etc.].

Please ensure that all outstanding work is completed by the effective termination date. Additionally, we request that you submit any final invoices and return any company property under your possession.

Should you have any questions or require further clarification, please feel free to contact us.

Thank you for your past services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]