

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Termination of Subcontract Agreement

We regret to inform you that we have decided to terminate the subcontract agreement dated [Date of Agreement], between [Your Company Name] and [Subcontractor's Company Name].

This decision is effective as of [Effective Date of Termination]. The reasons for the termination include [briefly state reasons, e.g., non-performance, breach of contract, etc.].

Please ensure that all work is ceased immediately and that any outstanding matters are concluded by [Final Date for Completion of Outstanding Matters].

We appreciate the work you have completed up to this point and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]