To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Termination Letter to Contractor due to Poor Performance**

Dear Mr./Mrs. [name of Recipient],

This is to inform you that the we are terminating the contract formed between your company, [name of the Recipient’s Company] and our company, [name of Sender’s Company]. The contract was originally entered into between both the parties as on [mention date of formation of contract].

As per the contract, you had to complete the wood work in our office within one month. It has already taken you more than two months and the work is still incomplete. Furthermore, it is not the quality of work that you actually promised us at the time of formation of the contract.

So, that’s why we have decided to terminate this contract and as per the terms of the contract, the aggrieved party will be liable to compensation by the other party. The details of the damages and compensation will be forwarded to you by our legal team.

For any queries or further details, feel free to make contact.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]