Consultancy Termination Letter Sample

From,

Mahesh,

The Manager,

Cyient Company,

Hyderabad.

Date:10/5/2015

To,

Sowrya,

The CEO,

Sowrya Consultancy Services,

Moosapet,

Hyderabad.

Dear Sowrya,

This is to inform you that we are terminating the contract made on 1st February 2015 between Mr. Sanath, CEO of Cyient company and Sowrya, CEO of Sowrya consultancy services. The termination date of the agreement is 15/5/2015. As per the contract, your company had to provide training to our employees of using a particular software. The contract stated that you would send two trainers on Tuesday, Thursday, and Saturday from 9 am – 12 pm, to train our new employees at Visual Studio for .net course, and other coding languages. Even though the weekend should be a holiday, we asked our employees to come on Saturday as per your request. But according to our records, your trainers were absent for more than twice in last two months. Because of this, our employees are lacking in the courses they require to do their jobs. This has caused not only disappointment but we also faced a financial loss, this is because we failed in fulfilling our customer orders within time. Enclosed is a copy of our digital attendance record.

For this reason, we have decided to terminate the contract. Since payment was only based on attendance, there will be no further remuneration. It is better if we meet in person, so that you may have a brief knowledge about what happened. If you have any queries regarding this issue you can reach me at 9632587412 or you can mail me to this email address mahesh12@gmail.com. Feel free to contact as it is your right to know what has happened exactly. Please sign the enclosed copy of this termination letter and send it to us as soon as possible. Hope your company will have a bright future.

With Regards,

Mahesh.