**​Sample Consulting Agreement Termination Letter**

Name of Sender  
Name of Sender’s Business if Applicable  
Address of Sender’s Business  
City, State, Zip Code  
  
DATE  
  
Name of Consultant  
Name of Consultant’s Business if Applicable  
Address of Consultant  
City, State, Zip Code  
  
RE: Consulting Agreement Termination  
  
Dear Name of Consultant:  
  
This letter is formal notice that the consulting agreement contract that Name of Company enter into with your consulting firm Name of Firm on DATE, will be terminated on DATE according to the guidelines that are stated in the contract. These guidelines state that if either party of the contract can show that the other party did not fulfil the expectations of the contract, the first party has the right to terminate the contract before the completion of services.   
  
As per the contract, your organization was to provide training in the use of specified software for our employees. The contract states that you will send two trainers on Mondays, Tuesdays and Thursdays from 9am – 12pm, to train new employees in Photoshop, and other software use. According to our records, your trainers have been absent on more days in the past month than they were present.  
  
Because of this, our employees are lacking in the skills they require to do their jobs. This has not only caused disappointment, but also financial setbacks, as we have not been able to fulfil our customers’ orders in a timely fashion. Enclosed is a copy of our digital attendance record.  
  
For this reason, we have decided to terminate the contract. If you have any questions, I can be reached at Phone Number or at Email Address. Since payment was given only on attendance, there is no question of further remuneration. Please sign the enclosed copy of this termination letter and send it to me at the above address.   
  
Sincerely,  
​  
Signature of Sender  
Printed Name of Sender  
List of Enclosures: Attendance records, copy of letter