From,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_ (date of writing the letter)

To,  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject: Termination of Contract

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the person receiving the letter),

As per our contractual agreement, signed on \_\_\_\_\_\_\_\_\_\_\_\_ (date from which the contract started), h your job requirements were \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (details of job). You have not fulfilled these responsibilities satisfactorily and hence, your contract with this company is being brought to an end. The reasons for this decision are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(reasons for the termination).

The date of termination is \_\_\_\_\_\_\_\_\_\_\_ (date of termination). You are requested to complete the project you are working on. You will be paid for your services with us by \_\_\_\_\_\_\_\_.

We wish you well in your future endeavors.

Thank you.

Warm regards,

Name and signature