**Date:** [Insert Date]

**To:**

[Contractor’s Name / Company Name]  
[Contractor’s Address]  
[City, State, ZIP Code]

**Subject: Contract Termination Due to Poor Workmanship**

Dear [Contractor's Name],

I am writing to formally notify you that we are terminating our contract dated [insert contract date], concerning [briefly describe the scope of work or project], due to consistent poor workmanship and failure to meet the agreed-upon standards and expectations.

Despite our previous discussions and the opportunity provided to correct the issues, the work continues to fall below the quality specified in our agreement. The repeated deficiencies have resulted in delays, additional expenses, and significant inconvenience.

As per the terms of our contract, and in accordance with [refer to the specific clause if applicable], we are exercising our right to terminate the agreement effective immediately. We request that you cease all work and vacate the site by [insert date].

Please also submit any final invoices for properly completed and accepted work by [insert date], and return any property or documentation belonging to us.

We regret that this course of action has become necessary, but we must prioritize quality and reliability. Should you have any questions regarding this notice, feel free to contact me directly at [your phone number or email].

Sincerely,

**[Your Name]**  
[Your Position, if applicable]  
[Your Company Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]