

TERMINATION LETTER FOR VENDOR

(Template TWO)

Dear _____ [Name of the vendor],

I am writing this letter to inform you that we have to terminate the contract with your company [vendor company] and will no longer be needing your services as on [date of termination].

We appreciate all the work you have done and the services you have provided until now.

Due to reasons like;

[list of reasons for contract termination]

We have decided to terminate your contract with us.

Despite repeated communication and complaints, you failed to change the low quality of [product or service]. You are hereby advised to cease all the further supply of goods/services.

Your full and final payment will reach you directly to your office or wired to your account.

If you have any queries regarding the termination, please feel free to contact us at [company contact line] or email us at [email address].

Sincerely,

[Your signature]

[date]