

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Attn: [Contact Person/Department]

RE: FINAL NOTICE - UNAUTHORIZED SUBCONTRACTING UNDER CONTRACT
[Insert Contract Number/Name]

Dear [Contractor Name],

This letter serves as a formal and final notice regarding your continued breach of the terms and conditions set forth in the agreement dated [Insert Original Contract Date]. Specifically, you have engaged in unauthorized subcontracting of services to [Insert Name of Unauthorized Subcontractor] without prior written consent from [Your Company Name].

Despite previous communications sent on [Insert Date of Previous Warning], you have failed to rectify this violation or obtain the necessary approvals required under Section [Insert Section Number] of our contract.

TAKE NOTICE THAT:

- You must immediately cease all work performed by the unauthorized subcontractor.
- You must provide a formal written response by [Insert Deadline Date] confirming that the unauthorized party has been removed from the project.
- Failure to comply with this notice will result in the immediate termination of the contract for cause.

[Your Company Name] reserves all rights to seek damages, including but not limited to financial losses, legal fees, and costs associated with re-procuring these services from an alternative provider.

Please govern yourself accordingly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]