

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

RE: NOTICE OF IMMEDIATE TERMINATION OF CONTRACT

Dear [Contractor Contact Name],

This letter serves as formal notification that [Your Company Name] is terminating the agreement dated [Contract Date] for [Project Name/Services] effective immediately.

This termination is for cause due to a material breach of contract. Specifically, it has been discovered that you have engaged in unauthorized subcontracting of the services to [Name of Third Party] without the prior written consent of [Your Company Name]. This is a direct violation of Section [Section Number] of our Agreement, which prohibits the delegation of duties or assignment of rights without express approval.

As a result of this immediate termination, you are instructed to:

- Cease all work related to the project immediately.
- Ensure all unauthorized personnel or subcontractors vacate the premises/system access.
- Return all company property, confidential information, and project materials by [Date].
- Submit a final invoice for authorized work completed prior to the date of this breach.

[Your Company Name] reserves all rights to seek legal remedies for any damages incurred as a result of this breach and the subsequent termination of this agreement.

Please acknowledge receipt of this letter by signing below and returning a copy.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contractor Signature of Receipt]