Date:

To

[The Recipient]  
[Business Name]

Dear (mention the contractor’s name),

It has been brought to my notice that you have not been working up to the mark. The progress of the renovation work is too slow which has caused a serious deterioration of the entire project. You have been sent many verbal warnings in the past. Despite sending many concerns to you regarding the problem of substandard renovation work, you have not shown any improvement in your work. This is to inform you that the company will not tolerate this anymore.

The issues with the renovation work on your part are:

Issue 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated

Issue 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated

Issue 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated

The purpose of this letter is to let you know that unless you give immediate attention to your work, the company will be forced to end this contract with you. In addition to it, the company will hold you liable for all the costs that it will bear due to your lack of performance.

There is nothing to be discussed on this matter. Please consider this as a final warning

Regards,

Name of the supervisor