**Date:**

**Re. LETTER OF ENDING CONTRACT WITH [COMPANY].**

Dear [NAME],

This letter purports to inform the unilateral decision of the Project Management Team Leader who has decided to end the ongoing contract with you. All the legal grounds have been examined and we do not find ourselves in the cult of legal bindings of the contract. However, the work has been completed by an estimated percentage of [x] percent, we do not find ourselves in any position to work on this contract anymore.

The contract which was signed between the [COMPANY] and [COMPANY] on [DATE], has certain points on which we can't continue working. The point [x] of the contract has been kept translucent since the consideration of the contract. Recently, it has been found that the contract does not benefit our company in any way.

Further scrutiny has made the company realize that the required efforts and expenses cannot be compensated with the little benefits it is giving us. Another reason behind ending the contract is the poor performance of your project management team. The team has been very slow, passive, and giving out erroneous data. Data collection is the backbone of this contract; therefore, our team does not find itself interested in staying bound in this contract.

For the legal clearance of the matter, you can call our lawyer at [PHONE]. For further information, call our Team Leader (TL), Mr./Ms. [NAME] at [PHONE] or write to us at [EMAIL]. We are sorry for the trouble caused by this immediate termination of the contract. Thank you for choosing our services.

Regards

[Your Name]  
[Designation]  
[Business Name]