

AGENT NOTE: These are SAMPLES only. Do not just fill in the blanks. Edit as necessary.

TERMINATION LETTER

DATE

ATTENTION

VENDOR NAME

ADDRESS 1

CITY, STATE ZIP

SUBJECT: Notice of Termination for RFB/RFP/ISP NO. _____ for (COMMODITY OR SERVICE)

Dear ATTENTION _____:

I am writing this letter to provide notice to VENDOR NAME _____ that the University intends to exercise its option to terminate for convenience the contract for COMMODITY OR SERVICE:

This letter serves as formal notice of termination. All equipment and supplies belonging to VENDOR NAME _____ should be removed by the end of the day, _____ (removal date).
VENDOR NAME _____'s last day of cleaning at _____ (location) at _____ (address), will be _____ (date).

Thank you for the years of quality services provided to the University.

-OR-

I am writing this letter as a follow up to a janitorial services quality assurance inspection done by _____ (manager name), on _____ (inspection date), at _____ (location). A copy is attached to this letter. For that inspection, and using the same performance standard measurements as we have used in the past, it was a failed inspection.

As stated in Section ____ of the contract RFP, the University has the right to conduct random or regular inspections. Additionally, it states 90% is the minimum percentage for an inspection that is considered as passing. Section ____ of the contract RFP states two below standard inspections in a contract term is grounds for termination of the contract. VENDOR NAME _____ failed an inspection on _____ (inspection date) and was notified of that failure by a letter dated _____ (letter date). VENDOR NAME _____ was warned in that letter that should the company fail another inspection in this contract term, we would invoke the terms of Section ____ of the contract and commence termination action.

This letter serves as formal notice of termination. All equipment and supplies belonging to VENDOR NAME _____ should be removed by the end of the day, _____ (removal date).
VENDOR NAME _____'s last day of cleaning at _____ (location) at _____ (address), will be _____ (date).

-OR-

Please accept this letter as formal notice of the UW-Madison's intent to terminate the Agreement for the license to access OptionMetrics IvyDB Options databases for the UW-Madison as described in our Agreement effective _____ (effective date). Our contract requires a minimum of _____ (# of days) days' notice; therefore, this termination is effective at the end of the current term on _____ (termination date).

-OR-

I write on behalf of the University of Wisconsin-Madison with regard to the above referenced purchase order and the Software License Agreement with exhibits executed _____ (**date**). This letter is a formal notice of the Email communications of _____ (**date**) and _____ (**date**) informing **VENDOR NAME** _____ of the University's intent to cancel this purchase order. The reasons for this cancellation are that **VENDOR NAME** _____ has not delivered a Driver that functions according to the specifications of the Agreement executed.

The University offered options to settle our differences in Emails exchanged between _____ (**date**) and _____ (**date**), but we have not reached a mutually satisfactory understanding on terms. Therefore, the University is cancelling this Agreement in its entirety for failure to deliver a product meeting the specifications in the Agreement and failure to reach a compromise. Any existing work product will be destroyed or returned. Finally, because the Driver delivered did not meet specifications, there will be no payments authorized.

-OR-

The University of Wisconsin-Madison _____ (**department name**) has decided to terminate the existing agreement with the **VENDOR NAME** _____ for _____ (**services**). Section _____ of our current contract allows for termination at any time by providing _____ (**# of days**) days written notice. Therefore, this agreement will terminate effective _____ (**termination date**).

-OR-

Please accept this letter as formal notice of the UW-Madison's intent to terminate the license for the OnCore-BSM Software and the Maintenance, Support, and Service Agreement for the Institute for Clinical & Translation Research as described in our contract dated _____ (**date**). Our contract requires _____ (**# of days**) days 'notice; therefore, this termination is effective _____ (**termination date**). (Note: this does not impact the OnCore BSM license for the Carbone Cancer Center.)

All other terms, conditions, and licenses remain unchanged.

If there are any questions regarding this matter, please contact me 608-_____ or e-mail (first.last@wisc.edu).

[NOTE TO TYPIST: terminationletter.doc/terminationletterdata.doc]