

Strive for a Five

CONTRACT TEMPLATE N

Notice of Termination (Contractor)

Australian edition

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Free to use — please read first

These templates are free, and they're a starting point, not a finished contract. They are general information only. They are not legal advice, and Strive for a Five is not a law firm.

Laws differ between states, territories and countries, they change over time, and every cleaning business and every client is different. A template can't know your situation.

Before you use, sign or send any of these documents, please have them reviewed by a qualified legal practitioner where you work. In Australia that's a solicitor or lawyer with a current practising certificate. Your state or territory law society can point you to one.

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Template N: Notice of Termination (Contractor)

Template notice. This is a template only. It is not legal advice and may not suit your circumstances. Both parties are encouraged to get independent legal advice before signing.

When to use this: Version 1 is for when you are ending an ongoing contract for convenience, using the notice clause. Version 2 is for ending it after a breach that wasn't fixed once you gave notice to remedy. Check the notice period and how notices must be sent in your own agreement before you send either one.

Version 1: Termination for convenience

Subject: Notice of termination: Cleaning Services Agreement dated ____ / ____ / ____

Dear _____,

Notice of termination

I am writing under clause ____ (termination for convenience) of our Cleaning Services Agreement dated ____ / ____ / ____ for the premises at _____ (the "Agreement").

1. **Notice.** This is formal written notice that I am ending the Agreement.
2. **Notice period.** The Agreement requires ____ days' notice. This notice is given on ____ / ____ / ____.
3. **Final service date.** The last day of service will be ____ / ____ / _____. The Agreement will end on that date.
4. **Until then.** I will keep providing the services as normal up to the final service date, and the usual fees and payment terms continue to apply.
5. **Handover.** I will return all keys and codes on or before the final service date, remove my equipment, and send a final invoice within ____ days afterwards.
6. **Not a resignation.** This is a notice under a services contract between two businesses, not a resignation. If you would like to agree on a different end date, I'm happy to talk, but the date above stands unless we both sign something saying otherwise (clause ____).

Thank you for the opportunity to work with you. Please reply to confirm you have received this notice.

Kind regards,

Name: _____

Business: _____ ABN: _____

Date: ____ / ____ / ____

Version 2: Termination for breach, after notice to remedy

Subject: Notice of termination for breach: Cleaning Services Agreement dated ____ / ____ / ____

Dear _____,

Notice of termination for breach

I am writing under clause ____ (termination for breach) of our Cleaning Services Agreement dated ____ / ____ / ____ for the premises at _____ (the "Agreement").

1. **The earlier notice.** On ____ / ____ / _____ I sent you a written notice to remedy a breach of the Agreement. In that notice I explained that: _____ (for example,

invoices numbered _____ were unpaid, or access was not provided on the agreed days).

2. **The time given.** The notice asked for the breach to be fixed within _____ days, by ____ / ____ / _____.
3. **Where things stand.** As at the date of this letter, the breach has not been fixed.

- _____
4. **Termination.** I am therefore ending the Agreement under clause _____. The Agreement ends on ____ / ____ / _____ (the "end date").

5. **Money owing.** Amounts for work already done remain payable. A final invoice for \$_____ will be sent by ____ / ____ / _____, due within _____ days.

6. **Keys and property.** Please arrange for any of my property on the premises to be returned. I will return all keys and codes by the end date.

7. **Open to fixing it.** If you fix the problem and pay what is owing before the end date, please tell me straight away, and I'll gladly talk about whether we can carry on.

Kind regards,

Name: _____

Business: _____ ABN: _____

Date: ____ / ____ / _____