

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Non-Renewal of Employment Contract

Dear [Employee Name],

Please accept this letter as formal notification that [Company Name] will not be renewing your fixed-term employment contract. Consequently, your employment with the company will conclude on your current contract end date, which is [Contract End Date].

This decision is based on [Reason: e.g., project completion / organizational restructuring / expiration of the term] and does not reflect negatively on your performance.

Regarding your final arrangements:

- Your final paycheck, including any accrued vacation pay, will be issued on [Date].
- Your health insurance and other benefits will remain active until [Date].
- Please return all company property, including [Keys/Laptop/ID Badge], by [Date].

We appreciate the contributions you have made during your time with [Company Name] and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]