

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address]

**Subject: Notice of Contract Non-Renewal**

Dear [Recipient Name],

Please accept this letter as formal notification that [Company Name] has decided not to renew the [Contract Name/Type] contract dated [Original Start Date].

Accordingly, the contract will expire on [Contract End Date] and will not be extended beyond that point. This decision does not reflect dissatisfaction with your performance, but is based on [state reason briefly, e.g., organizational restructuring or budget constraints].

Regarding the conclusion of our agreement, please ensure that:

- All outstanding deliverables are submitted by [Date].
- All company property, including [list items like keys, IDs, or equipment], is returned by [Date].
- Final invoices are submitted no later than [Date] for processing.

We appreciate the work you have completed during our partnership and wish you success in your future endeavors.

If you have any questions regarding the transition process, please contact [Name] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]