

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Non-Renewal of Contract

Dear [Recipient Name],

Please accept this letter as formal notification that [Company Name] will not be renewing the [Contract Name/Number] currently in place between our organizations.

As per the terms of our agreement, the contract is set to expire on [Contract End Date]. This letter serves as the required notice period of [Number] days as specified in the contract terms. Consequently, our professional relationship regarding these specific services will conclude on that date.

We request that you complete any outstanding tasks and return any company property or confidential documentation by [Deadline Date]. We will ensure that all final invoices submitted by [Date] are processed according to our standard payment terms.

We appreciate the work performed during the term of our agreement and wish you success in your future endeavors.

If you have any questions regarding the off-boarding process, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]