

[Company Name]  
[Company Address]  
[City, Postcode]

[Date]

[Employee Name]  
[Employee Address]

**Subject: Notification of End of Fixed-Term Contract**

Dear [Employee Name],

I am writing to formally notify you that your fixed-term employment contract, which commenced on [Start Date], is due to come to an end on [Contract End Date].

As per the terms of your agreement, your employment will terminate on this date by reason of the expiry of the fixed term. Your final day of work will be [Last Working Day].

Regarding your final pay, you will receive payment for all hours worked up to and including your final date of employment, along with any accrued but unused holiday entitlement. This payment will be made on [Final Pay Date] via [Payment Method].

Please ensure that all company property, including [list items such as keys, laptop, ID badge], is returned to [Department/Person] by your final working day.

I would like to take this opportunity to thank you for your contributions during your time with [Company Name] and wish you the very best in your future endeavors.

If you have any questions regarding this letter or your final pay, please contact [HR Contact Name] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Sender Name]  
[Sender Job Title]