

[Date]

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

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

Dear [Employee Name],

This letter serves as formal notification that your fixed-term employment contract with [Company Name], which began on [Start Date], will conclude on its scheduled expiration date of [End Date].

Please be advised that the company will not be renewing or extending your contract beyond this date. Consequently, your last day of employment will be [End Date].

Regarding the conclusion of your employment:

- **Final Pay:** Your final paycheck, including any accrued and unused vacation time (if applicable), will be issued on [Date/Final Working Day].
- **Company Property:** Please return all company property, including keys, ID badges, laptops, and any other equipment, to [Department/Name] by [Time] on your final day.
- **Benefits:** Information regarding the status of your benefits and any conversion options will be sent to you via [Email/Mail] separately.

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

If you have any questions regarding this notice, please contact [HR Name/Department] at [Phone Number/Email].

Sincerely,

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