

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Project Completion and End of Fixed-Term Contract

Dear [Employee Name],

This letter serves as formal notification that your fixed-term employment contract with [Company Name] will conclude on [Contract End Date].

As outlined in your employment agreement dated [Start Date], your role was established for the specific duration of the [Project Name] project. As this project has now reached its successful completion, your contract will expire as scheduled.

Please note the following details regarding your departure:

- **Final Working Day:** Your last day of employment will be [Date].
- **Final Pay:** Your final paycheck, including any accrued benefits and outstanding expenses, will be issued on [Date] via [Payment Method].
- **Company Property:** Please return all company property, including [Laptop, ID Badge, Keys, etc.], to [Department/Person] by [Time] on your final day.

We would like to take this opportunity to thank you for your contributions to the [Project Name]. Your hard work played a significant role in the project's success, and we wish you the very best in your future professional endeavors.

If you have any questions regarding your final pay or transition, please contact the Human Resources department at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]