

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company Name]
[Company Address]

Subject: Notice of Early Termination of Fixed-Term Contract

Dear [Recipient Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title] and terminating my fixed-term contract early. My final day of work will be [Your Last Working Date].

I have decided to terminate the contract at this time due to [briefly state reason, e.g., personal reasons / a new career opportunity].

I am committed to ensuring a smooth transition during my remaining time here. I will complete my current tasks and assist in handing over my responsibilities to the appropriate team members before my departure.

Thank you for the opportunities I have had while working with [Company Name]. I appreciate the professional experience and support provided during my tenure.

Please let me know the next steps regarding the closing of my personnel file and any final administrative requirements.

Sincerely,

[Your Signature]

[Your Printed Name]