

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

[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 contract as [Job Title], which commenced on [Start Date] to provide maternity cover, will come to an end on [Contract End Date].

As per the terms of your employment agreement, this contract was scheduled to conclude upon the return of the permanent post-holder. We can confirm that your final day of employment with [Company Name] will be [Last Working Date].

Regarding your final pay, you will receive payment for all hours worked up to and including your final date, as well as any accrued but unused holiday entitlement. This will be paid on [Final Pay Date] via the usual method.

On or before your final day, please ensure that you return all company property, including [List items: keys, laptop, ID badge, etc.], to [Name/Department].

We would like to take this opportunity to thank you for your hard work and contribution during your time with us. We wish you the very best in your future endeavors.

If you have any questions regarding the contents of this letter, please contact [HR Name/Manager Name] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Name of Sender]
[Job Title]