

[Employer Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

[Date]

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

Dear [Employee Name],

I am writing to formally notify you that your fixed-term contract as [Job Title] is due to expire on [Contract End Date].

As stipulated in your employment agreement, this position was contingent upon the availability of specific funding. We regret to inform you that the funding for this role has not been renewed, and as a result, we are unable to extend your contract beyond the current end date.

Your final day of employment will be [Last Working Day]. Any accrued but unused annual leave will be paid to you in your final paycheck, subject to standard deductions.

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

Please return all company property, including [List items: keys, laptop, ID badge, etc.], to [Department/Person] by your final day.

If you have any questions regarding your benefits or the off-boarding process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]