

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

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

Subject: Notice of Expiry of Fixed-Term Contract

Dear [Employee Name],

We are writing to formally remind you that your fixed-term employment contract, which commenced on [Start Date], is scheduled to end on [Contract End Date].

As per the terms of your agreement, your employment with [Company Name] will conclude on this date. This letter serves as formal notice that the contract will not be renewed or extended beyond its current expiry date.

Regarding your final arrangements:

- Your final working day will be [Last Working Day].
- You will receive payment for all hours worked up to this date, along with any accrued but unused holiday entitlement, in your final payslip.
- Please ensure that all company property, including [List items, e.g., laptop, keys, ID badge], is returned to [Department/Person] by your final day.

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

If you have any questions regarding your final pay or the transition process, please contact [Name/Department] at [Contact Information].

Sincerely,

[Signature]
[Sender Name]
[Job Title]