

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

[Date]

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

**Subject: Notification of End of Fixed-Term Contract**

Dear [Employee Name],

This letter is to formally confirm that your temporary assignment as [Job Title] is scheduled to end on [Contract End Date], in accordance with the terms of your fixed-term employment contract.

As this was a temporary assignment with a pre-defined end date, your employment with [Company Name] will conclude on that day. Your final paycheck will include payment for work completed up to the end date, as well as any accrued but unused holiday pay, subject to standard deductions.

Please ensure that all company property, including [list items: e.g., keys, laptop, ID badge], is returned to [Department/Person] by the close of business on your final day.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]