

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Notice of End of Fixed-Term Contract and Severance Offer

Dear [Employee Name],

This letter serves as formal notification that your fixed-term employment contract with [Company Name], which began on [Start Date], will conclude as scheduled on [Contract End Date].

Your last day of employment will be [Last Working Date]. All company property, including [list items such as laptop, keys, ID badge], must be returned by this date.

In recognition of your contributions during your tenure, the Company is pleased to offer you a severance package. This offer is contingent upon your signing and returning the attached Separation Agreement and General Release by [Deadline Date].

The Severance Offer includes:

- A lump-sum payment of [Amount], equivalent to [Number] weeks of pay.
- Payment for all accrued but unused vacation days up to [Last Working Date].
- Health insurance coverage/COBRA subsidy through [Date].
- [Additional benefits if applicable].

Please note that all payments are subject to standard payroll taxes and withholdings. Your final paycheck, including regular wages earned through your last day, will be issued on [Pay Date].

We thank you for your hard work and wish you the best in your future professional endeavors. Should you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]