

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

[Date]

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

**Subject: Notice of Non-Renewal of Fixed-Term Employment Contract**

Dear [Employee Name],

This letter is to formally notify you that your fixed-term employment contract, which commenced on [Start Date], will conclude on its scheduled expiry date of [End Date].

In accordance with the terms of your contract, the company has decided not to offer a renewal or extension at this time. Therefore, your final day of employment with [Company Name] will be [End Date].

Regarding your departure, please note the following:

- **Final Pay:** Your final paycheck, including any accrued but unused vacation pay and outstanding expenses, will be issued on [Date/Final Pay Period].
- **Company Property:** Please return all company property, including keys, ID badges, laptops, and documents, to [Department/Person] by [Time] on your final day.
- **Benefits:** Information regarding the status of your benefits and any conversion options will be sent to you separately by the HR department.

We would like to take this opportunity to thank you for your contributions to [Company Name] during your contract term and wish you the very best in your future professional endeavors.

If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]