

[Date]

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

Subject: Notice of Fixed-Term Contract Expiration

Dear [Employee Name],

This letter serves as formal notification that your fixed-term employment contract with [Company Name], which commenced on [Start Date], is scheduled to expire on [End Date].

As specified in your employment agreement, your employment will conclude on your final working day, [End Date]. This expiration is due to the conclusion of the defined term and does not constitute a termination based on performance.

Regarding your transition:

- Your final paycheck, including any accrued but unused vacation pay (if applicable), will be issued on [Date].
- Please return all company property, including keys, ID badges, and laptop, to [Department/Name] by [Time] on your final day.
- Information regarding the status of your benefits will be provided to you separately by the HR department.

We would like to thank you for your contributions during your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

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