

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Employment 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 [Contract End Date].

In accordance with the terms of your agreement, please be advised that the company has decided [not to renew the contract / that the contract will conclude as scheduled] at this time. Therefore, your final day of employment will be [Contract End Date].

Before your final day, please ensure the following:

- Return all company property, including keys, ID badges, laptops, and documents.
- Complete any outstanding handover tasks as discussed with your supervisor.
- Contact the HR department regarding final salary payments and benefits.

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

Should you have any questions regarding the off-boarding process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Job Title]

[Company Name]