

[Date]

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

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

Dear [Recipient Name],

Please accept this letter as formal notification that [Company Name] will not be renewing your employment contract, which is scheduled to expire on [Contract End Date].

This decision is based on performance concerns that have been discussed with you during the contract term. Specifically, the following performance standards were not met:

- [Performance Issue 1]
- [Performance Issue 2]

Despite previous feedback and the support provided, the required level of performance has not been achieved. Therefore, your last day of employment will be [Final Working Date].

Between now and your final date, we expect you to complete your current assignments and facilitate a smooth handover of your duties. Please return all company property, including keys, badges, and electronic devices, by [Time] on your final day.

Information regarding your final pay and any accrued benefits will be sent to you separately by the Human Resources department.

We thank you for your service and wish you success in your future endeavors.

Sincerely,

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