

[Date]

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

Dear [Employee Name],

This letter serves as formal notification that your employment contract with [Company Name], which is scheduled to expire on [Contract End Date], will not be renewed.

This decision is the result of a strategic reorganization and the permanent elimination of the [Position Title] position. Please be assured that this action is based on business requirements and is not a reflection of your individual job performance.

Your final day of employment will be [Final Date]. Between now and that date, your primary focus will be [transitioning duties / completing current projects / returning company property].

Regarding your final compensation and benefits:

- You will receive your final paycheck on [Date], which will include all hours worked up to your final day.
- Information regarding [Severance Pay, if applicable] and the status of your health insurance benefits under COBRA will be sent to you in a separate package.
- Please ensure all company property, including your [laptop, keys, badges], is returned by [Date].

We appreciate the contributions you have made during your time with [Company Name] and wish you the best in your future professional endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]