

[Your Name]
[Your Job Title]
[Company Name]
[Date]

[Employee Name]
[Address Line 1]
[Address Line 2]

Subject: Notice of End of Fixed-Term Contract

Dear [Employee Name],

I am writing to formally notify you that your fixed-term contract as [Job Title], which was covering for a maternity leave, will conclude on [End Date].

This follows the terms of your employment contract dated [Start Date], stating that your employment was for a specific duration to cover the absence of [Name of Employee returning from leave]. As [Name of Employee] is now scheduled to return to work, your contract will expire on the aforementioned date.

Your final salary payment, including any accrued but untaken holiday pay, will be paid to you on [Final Pay Date]. We will also provide your P45 and any other necessary documentation following your final day of employment.

We would like to take this opportunity to thank you for your hard work and contribution to [Company Name] during your time with us. You have been a valued member of the team, and we wish you the very best in your future endeavors.

Please return all company property, including [List items, e.g., keys, laptop, ID badge], to [Department/Person] by [Time/Date].

If you have any questions regarding this letter or your final payments, please contact [Contact Person/HR Name] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Your Printed Name]
[Your Job Title]