

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Contract Non-Renewal

Dear [Recipient Name],

Please accept this letter as formal notification that [Company Name] will not be renewing your contract for the upcoming period. Your current contract is scheduled to expire on [Contract End Date].

This decision is based solely on a necessary budget reduction within the organization and is not a reflection of your performance or contributions. Due to financial constraints, we are required to reduce our external expenditures and staffing costs across several departments.

Regarding the conclusion of your contract:

- Your final day of work will be [Last Working Date].
- Final payment for services rendered through this date will be processed on [Payment Date].
- Please return all company property, including [Key/Laptop/ID Badge], by [Date].

We appreciate the work you have provided during your time with us. If you require a letter of recommendation or professional reference, please let us know.

We wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]