

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Early Termination of Fixed-Term Contract

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has decided to exercise its right to terminate your fixed-term employment agreement, originally scheduled to end on [Original End Date], effective as of [Last Working Day].

In accordance with the terms of your contract and applicable labor laws regarding early termination, the company is offering you a severance package consisting of:

- **Severance Payment:** A lump sum of [Amount], equivalent to [Number] months/weeks of pay.
- **Notice Period Pay:** Payment in lieu of notice totaling [Amount].
- **Accrued Benefits:** Payment for all accrued but unused vacation days totaling [Number] days.

Please note that this severance package is contingent upon the signing and return of the attached Release of Claims Agreement by [Deadline Date].

Your final paycheck, including all wages earned up to [Last Working Day], will be issued on [Date] via [Payment Method]. Your health insurance and other company benefits will remain active until [Expiry Date]. Information regarding your rights to COBRA or benefit conversion will be sent to you under separate cover.

Please return all company property, including keys, laptop, and security badges, to [Department/Name] by [Time] on your final day.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]