

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

[Employee Name]
[Employee Address]

Dear [Employee Name],

This letter serves as formal notification that your employment contract with [Company Name] will conclude on [Contract End Date]. As discussed, this is a natural conclusion of your fixed-term agreement.

Regarding your transition, please ensure that all company property, including [list items such as laptop, keys, ID badge], is returned to [Department/Person] by your final day. Your final compensation, including any accrued benefits, will be processed on [Date].

I would also like to take this opportunity to provide a professional recommendation. During your time as [Job Title], you have been an asset to our team. Your work on [mention specific project or achievement] was particularly impactful. You have demonstrated strong skills in [Skill 1] and [Skill 2], and your professional conduct has been exemplary.

We appreciate the contributions you have made to [Company Name] and wish you the very best in your future endeavors. Please feel free to use me as a reference for your upcoming applications.

Sincerely,

[Your Signature]
[Your Printed Name]