

[Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: Notice of Non-Renewal of Employment Contract

Dear [Employee Name],

Please accept this letter as formal notification that [Company Name] will not be renewing your employment agreement, which is scheduled to expire on [Contract End Date].

This decision has been made due to the recent revocation of your driving privileges. As outlined in your job description and employment contract, maintaining a valid driver's license is a mandatory requirement for the performance of your duties as a [Job Title].

Because you are currently unable to legally operate a motor vehicle, you no longer meet the essential qualifications for this position. Consequently, your employment will conclude effective [Termination/End Date].

Regarding your final compensation and benefits:

- Your final paycheck, including all hours worked up to your last day, will be issued on [Date].
- You will receive information regarding [COBRA/Health Insurance] and any other accrued benefits under separate cover.

Please return all company property, including keys, vehicle, and identification badges, to [Department/Name] by [Time] on [Date].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]