

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Intent Not to Renew Employment Contract

Dear [Employee Name],

Please accept this letter as formal notification that [Company Name] does not intend to renew your employment agreement, which is currently set to expire on [Contract End Date].

This decision is based on the recent revocation of your driving privileges. As stated in your job description and employment contract, maintaining a valid driver's license is a fundamental requirement and an essential function of your position as [Job Title].

Since you are no longer legally authorized to operate a motor vehicle, you are unable to fulfill the core duties of your role. Consequently, your final day of employment will be [Last Working Day].

During your remaining time, please ensure that all company property, including keys, identification badges, and equipment, are returned to the Human Resources department by [Date]. You will receive a separate communication regarding any final compensation and benefit status.

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]