

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

[Date]

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

Subject: Notice of Fixed-Term Contract Expiry

Dear [Employee Name],

This letter is to formally notify you that your fixed-term employment contract dated [Start Date] is due to expire on [End Date].

As stipulated in your employment agreement, your employment with [Company Name] will conclude on this date. This expiry is due to the completion of the specific [term/project] for which you were hired, and is not a reflection of your performance.

Please ensure that all company property, including [list items: laptop, keys, ID badge, etc.], is returned to the Human Resources department by your final day of work.

You will receive a separate communication regarding your final pay, including any accrued but unused vacation time, and information concerning your benefits status.

We would like to take this opportunity to thank you for your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

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