

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

[Date]

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

Dear [Employee Name],

Re: Notice of Non-Renewal of Fixed-Term Employment Contract

This letter is to formally notify you that your fixed-term employment contract, which began on [Start Date], will conclude on its scheduled expiry date of [End Date].

Please be advised that the company will not be offering a renewal or extension of your contract at this time. Consequently, your employment with [Company Name] will terminate effective [End Date].

Before your final day, please ensure that you complete the following:

- Return all company property, including keys, ID badges, and electronic equipment.
- Complete any outstanding handover documentation as discussed with your manager.
- Submit your final timesheets or expense claims for processing.

Information regarding your final pay, including any accrued holiday entitlement, will be provided to you separately by the HR department.

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.

Yours sincerely,

[Signature]
[Name of Sender]
[Job Title]