

[Your Name]  
[Your Job Title]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]  
[Company Address]

Subject: Notice of Early Termination of Fixed-Term Employment Contract

Dear [Recipient Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title] at [Company Name]. My final day of work will be [Your Last Working Date].

My current fixed-term contract is scheduled to end on [Original Contract End Date]. However, per the terms regarding early termination outlined in my employment agreement, I am providing [Number of Weeks/Months] notice to end the contract early.

I have decided to leave for [Personal Reasons / a New Opportunity / Career Change]. I am committed to ensuring a smooth transition during my remaining time here. I will complete all outstanding tasks and assist in handing over my responsibilities to the relevant team members before my departure.

Thank you for the opportunity to work with [Company Name]. I have appreciated the professional growth and the experiences I gained during my time with the team.

Please let me know the next steps regarding the off-boarding process and the settlement of any final dues.

Sincerely,

[Your Signature]

[Your Printed Name]