

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you that your employment with [Company Name] will not be renewed beyond your current contract, which ends on [Contract End Date].

This decision has been made in accordance with company policy and following careful consideration. We appreciate the contributions you have made during your time with us.

Please arrange to return any company property by your last working day. Additionally, you will receive your final paycheck on the usual schedule, along with any remaining accrued benefits.

We wish you the best in your future endeavors. If you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]