

Acceptance of Non-Renewal Terms

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge and accept the terms of non-renewal for my contract (Contract No: [Insert Contract Number]) effective [Insert Effective Date]. I appreciate the opportunity to have worked with [Company Name] and understand the reasons for this decision.

Please let me know if there are any further steps I need to complete as part of this non-renewal process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]