

Non-Renewal of Employment Contract

Date: [Insert Date]

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

Dear [Employee's Name],

We appreciate the contributions you have made during your time with [Company Name]. This letter is to formally inform you that your employment contract, which is set to expire on [Contract End Date], will not be renewed.

This decision is based on [briefly state reason, if applicable]. It is not reflective of your performance, and we value your efforts and commitment throughout your tenure.

Please ensure that you complete any outstanding tasks and return all company property by your last working day, which will be [Last Working Day]. Should you need assistance during this transition, do not hesitate to reach out.

We wish you the best in your future endeavors.

Sincerely,

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