

# Employment Termination Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter serves to officially notify you that your employment with [Company Name] will be terminated effective [Termination Date], due to the non-renewal of your contract.

As per our discussions and your employment contract dated [Contract Date], your position will no longer be active after the expiration date. Your last working day will be [Last Working Day].

Please return all company property, including [list any company property], by your last working day.

We appreciate your contributions during your time at [Company Name] and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]