

Non-Renewal Notification

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consultant's Title]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip Code]

Subject: Notification of Non-Renewal of Consultancy Contract

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally notify you that we will not be renewing your consultancy contract, which is set to expire on [expiry date]. This decision has been made after careful consideration.

We appreciate the contributions you have made during your time with us and value the expertise you brought to our projects. We encourage you to reach out if you have any questions or would like to discuss your experience.

Thank you once again for your collaboration, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]