

Non-Renewal of Contract Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your employment contract, which is set to expire on [Insert Expiration Date], will not be renewed. This decision has been made after careful consideration and is in line with our organizational objectives.

We want to express our appreciation for your contributions during your time with us and wish you the best in your future endeavors.

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]