

# Non-Renewal Notification

Date: [Insert Date]

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

Dear [Employee Name],

We hope this message finds you well. We are writing to formally notify you that your employment contract with [Company Name], which is set to expire on [Contract Expiration Date], will not be renewed.

We appreciate the efforts and contributions you have made during your time with us. This decision is based on [brief reason for non-renewal, if appropriate]. We encourage you to keep in touch and wish you all the best in your future endeavors.

If you have any questions regarding this notification, please feel free to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]