

Date: [Insert Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Notice of Non-Renewal of Contract

We hope this letter finds you well. We are writing to formally notify you that we will not be renewing the subcontract agreement dated [Insert Contract Date], between [Your Company Name] and [Subcontractor's Name].

This decision is based on [briefly mention the reason, if necessary]. As per the agreed terms, the contract will expire on [Insert Expiration Date]. Please ensure that all outstanding work is completed by this date.

We appreciate your services during the contract period and wish you the best for your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]