

Fixed-Term Employment Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Last Working Day], as your fixed-term contract is coming to an end.

We want to take this opportunity to thank you for your contributions during your time with us. Your efforts have been appreciated, and we wish you the best in your future endeavors.

If you have any questions regarding your final paycheck or any other matters, please feel free to reach out to [HR Contact Name] at [HR Contact Phone] or [HR Contact Email].

Thank you once again for being a part of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]