

Contract Cessation Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally notify you that your limited duration contract with [Company Name], which commenced on [Start Date], is set to cease on [End Date].

As per the terms of your contract, this notice serves to confirm that the employment relationship will conclude on the specified date mentioned above.

We would like to take this opportunity to thank you for your contributions and efforts during your time with us. Please ensure that all company property is returned by your last working day.

If you have any questions regarding your final compensation or benefits, please feel free to contact [Contact Person] at [Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]