

Contract Termination Announcement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that we will be terminating your short-term contract effective [Insert Termination Date]. This decision has been made due to [brief reason for termination, if appropriate].

We appreciate the work you have done during your time with us and wish you the best in your future endeavors.

If you have any questions regarding this decision, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]