

# Temporary Employee Contract Expiration Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We wish to inform you that your temporary employment contract with [Company Name] will be expiring on [Expiration Date]. We appreciate the contributions you have made during your time with us.

Please ensure that all company property is returned and any outstanding tasks are completed by your last working day.

Should you have any questions regarding this notice, feel free to reach out.

Thank you again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]