

Contract Termination Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We regret to inform you that your temporary employment contract with [Company Name] will be terminated effective [Termination Date]. This decision has been made in accordance with the terms outlined in your employment contract.

Your last working day will be [Last Working Day]. We appreciate your contributions during your time with us and wish you success in your future endeavors.

Please return any company property on or before your last working day. If you have any questions, feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]