

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We appreciate your contributions and the relationship we have built over the duration of the contract. After careful consideration, we regret to inform you that we will not be extending your contract, which is set to conclude on [Contract End Date].

This decision was reached after a thorough review of our current business needs and objectives. We value the work you have done, but at this time, we must proceed in a different direction.

We wish you the best in your future endeavors and hope to keep the lines of communication open.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]