End-of-Term Notification

Date: [Insert Date]

To: [Coach/Manager's Name]

[Team Name]

[Team Address]

[City, State, Zip Code]

Dear [Coach/Manager's Name],

We are writing to officially notify you that the current contract for the [Team Name] is approaching its end term as of [Contract End Date]. We appreciate the dedication and hard work you have put into leading the team throughout the season.

Please review the following details regarding the end of term:

- Final game date: [Insert Date]
- Team equipment return deadline: [Insert Date]
- End-of-season meeting: [Insert Date and Time]

We encourage you to submit any final reports or feedback regarding the season by [Insert Deadline]. Your insights are invaluable for the continued improvement of our program.

Thank you once again for your commitment. We look forward to discussing future opportunities for collaboration.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]