

Contract End Notification

Date: [Insert Date]

Dear [Event Coordinator's Name],

We hope this message finds you well. We would like to formally notify you that your contract with [Organization/Company Name] for the event coordination services will be coming to an end on [Contract End Date].

We appreciate the efforts you have put into organizing our events and your commitment to excellence throughout the duration of our partnership. Your contribution has not gone unnoticed.

Please ensure that any outstanding tasks or final reports are completed by the end of the contract term. Should you require any assistance during this transition, do not hesitate to reach out.

Thank you once again for your hard work and dedication. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization/Company Name]

[Contact Information]