

Training Contract End Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you that your professional training contract with [Company Name] will conclude on [End Date]. We hope that your experience here has been both valuable and enriching.

We would like to take this opportunity to thank you for your hard work and dedication throughout the training period. Your contributions have been greatly appreciated and have positively impacted our team.

As a reminder, please ensure that all necessary paperwork is completed and any company property is returned by the contract end date. Should you have any questions or require further assistance, do not hesitate to reach out.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]