

Notice of Employment Contract Conclusion

Date: [Insert Date]

To: [Employee's Name]

Subject: Conclusion of Employment Contract

Dear [Employee's Name],

We would like to formally notify you that your employment contract with [Company Name] will conclude on [End Date]. This decision has been made in accordance with the terms outlined in your contract and following our recent discussions.

Please ensure that all company property is returned by your last working day, and feel free to reach out to HR should you have any questions regarding your final paycheck or benefits.

We appreciate the contributions you have made during your time here and wish you all the best in your future endeavors.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]