

# Employment Contract Expiration Reminder

Date: [Current Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Department Name]

Company: [Company Name]

Dear [Employee's Name],

This letter serves as a reminder that your employment contract with [Company Name] is set to expire on [Expiration Date]. We appreciate the valuable contributions you have made during your time with us.

We encourage you to review your contract and consider any potential options for renewal or discussion regarding your future with the company. Should you have any questions or wish to discuss this matter further, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your attention to this matter. We look forward to your continued contributions and discussing the next steps with you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]