

# Notice of Employment Contract End

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter is to formally notify you that your employment contract with [Company Name] is set to expire on [Contract End Date]. As per the terms stated in your contract, this letter serves as a reminder of the impending conclusion of your employment.

We appreciate your contributions during your time with us and encourage you to reach out should you have any questions regarding the end of your contract or potential future opportunities with [Company Name].

Please feel free to schedule a meeting with your supervisor or the HR department if you would like to discuss this further.

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]