

# Dismissal Letter for Limited Duration Worker

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Insert Termination Date]. This decision is in accordance with the terms of your limited-duration contract, which is set to expire on [Insert Contract End Date].

We appreciate your contribution during your time with us and wish you the best in your future endeavors. Should you require any further information or assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]