

Non-Renewal Notice for Consultancy Contract

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally notify you that we will not be renewing your consultancy contract originally signed on [start date of the contract], which is set to expire on [expiration date of the contract]. This decision is in accordance with the terms outlined in Section [relevant section] of our agreement.

We appreciate the contributions you have made during the term of this contract, and we wish you the best in your future endeavors.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]