

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you that your employment contract with [Company Name], which is set to expire on [Expiration Date], will not be renewed. This decision is in accordance with the terms outlined in your employment contract.

We appreciate your contributions to the team during your time with us, and we wish you all the best in your future endeavors.

Should you have any questions regarding this notice, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]