

Temporary Contract Termination Notice

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your temporary contract with [Company Name] will be terminated effective [Last Working Day, e.g., MM/DD/YYYY]. This decision has been made due to [brief reason if applicable, e.g., project completion, budget constraints, etc.].

We appreciate the contributions you have made during your tenure with us. Your hard work and dedication have been valued, and we wish you the best in your future endeavors.

Please ensure that all company property is returned before your last working day. Should you have any questions regarding this notice, feel free to contact [HR Contact Name] at [HR Contact Email/Phone].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]