

Temporary Contract Termination Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you that your part-time contract with [Company Name] will be temporarily terminated effective [Effective Termination Date]. This decision is due to [brief explanation of the reason, e.g., business needs, budget constraints, etc.].

Your last working day will be [Last Working Day]. We appreciate your contributions during your time with us and encourage you to apply for future openings if you are interested.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]