

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 for the project-based role of [Job Title] will be terminated effective [Termination Date]. This decision is due to [brief reason for termination, e.g., project completion or restructuring].

Your last day of work will be [Last Working Day], and you are expected to return all company property by this date.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]