

Job Contract Conclusion Notification

Date: [Insert Date]

Dear [Employee's Name],

We would like to formally notify you that your employment contract with [Company's Name] will be concluding on [End Date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please ensure all company property is returned by your last working day.

If you have any questions or require further information, do not hesitate to contact HR at [HR Contact Information].

Thank you once again for your time with us.

Best regards,

[Your Name]

[Your Position]

[Company's Name]