

Employment Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your employment with [Company Name] will be terminated effective [Termination Date] due to the expiration of your contract. Your last working day will be [Last Working Day].

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

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out to the HR department.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]