

Contract Termination Notification

Date: [Insert Date]

To,

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that your contract-based employment with [Company Name] will be terminated effective [Termination Date]. This decision is in accordance with the terms outlined in your contract.

We appreciate the contributions you have made during your time with our organization, and we wish you success in your future endeavors.

Please return any company property by the termination date and feel free to reach out if you have any questions regarding your final paycheck or benefits.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]