

End of Contract Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We would like to formally notify you that your contract with [Company Name] will be concluding on [End Date].

We appreciate your efforts and contributions during your time with us. Your work on [specific projects or tasks] has been invaluable.

Please ensure that all outstanding tasks are completed by your last working day, and feel free to reach out if you need any assistance during this transition.

We wish you all the best in your future endeavors and hope to stay in touch.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]