

[Your Company Letterhead]

[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 not be renewed beyond [last working day, e.g., March 31, 2023]. This decision is based on [brief explanation of reasons, e.g., company restructuring, performance-related issues, etc.].

Your contributions during your time with us have been appreciated. Please ensure that you complete any outstanding assignments and return any company property before your departure.

You will receive details regarding your final paycheck and any other benefits you may be entitled to in the coming weeks.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]