

# Final Notice of Employment Non-Renewal

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Final Notice of Employment Non-Renewal**

Dear [Employee's Name],

This letter serves as the final notice regarding the non-renewal of your employment with [Company Name]. After careful consideration, we have decided not to renew your employment contract that is set to expire on [Expiration Date].

This decision was made based on [brief explanation of reason, if appropriate]. Your last working day will be [Last Working Day]. You will receive your final paycheck, including any accrued vacation time, by [Date].

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

If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]