

Non-Renewal of Employment Agreement

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally inform you that the employment agreement dated [Insert Start Date of Agreement] between you and [Company's Name] will not be renewed upon its expiration on [Insert Expiration Date]. This decision has been made after careful consideration and aligns with our current business needs.

We genuinely appreciate your contributions during your tenure with [Company's Name]. Your efforts in [specific achievements or duties] have been valuable to our team.

Please ensure that all company property is returned no later than [Insert Return Date]. Should you have any questions or require assistance during this transition, do not hesitate to reach out.

Wishing you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Address]