

Job Termination Notice

Date: [Insert 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 be terminated effective [Last Working Day, e.g., MM/DD/YYYY]. This decision is due to the non-renewal of your contract, which expires on [Contract Expiration Date].

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Please return any company property and complete the exit interview process before your departure.

If you have any questions regarding your final paycheck or benefits, please contact [HR Contact Name] at [HR Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]