

# Non-Renewal Employment Notification

Date: [Insert Date]

[Employee Name]

[Employee Address]

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will not be renewed upon the expiration of your current contract on [Contract End Date]. This decision is based on [brief reason, if appropriate, e.g., business needs, performance review, etc.].

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

Please feel free to reach out to [HR Contact Name] at [HR Contact Information] if you have any questions regarding this notification.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]