

# Non-Renewal Notice for Employment Contract

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally inform you that your employment contract with [Company Name], which is set to expire on [Contract End Date], will not be renewed. This decision has been made after careful consideration, and we thank you for your contributions during your tenure with us.

Your final day of employment will be [Last Working Day]. We encourage you to reach out to [HR Representative Name] if you have any questions regarding your final paycheck, benefits, or other exit procedures.

Thank you again for your service, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]