

Notice of Non-Renewal of Position

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We wish to formally notify you that your position with [Company Name] will not be renewed upon the expiration of your current contract, which ends on [Contract End Date]. This decision has been made after careful consideration and in accordance with company policy.

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

If you have any questions regarding this notice or your final days of employment, please do not hesitate to reach out to [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]