

# Temporary Contract Cessation Notification

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to inform you that your current contract with [Company Name] will be temporarily ceased effective [Start Date]. This decision has been made due to [reason for cessation, e.g., economic conditions, project completion, etc.].

We appreciate your contributions during your time with us and would like to assure you that this is a temporary measure. We expect to resume your contract on [Expected Resumption Date], once circumstances permit.

During this period, please feel free to reach out if you have any questions or require further information. We encourage you to stay in touch, and we will keep you updated on any developments regarding the situation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]