

# Notice of Temporary Contract Expiration

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as formal notice that your temporary contract with [Company Name] will expire on [Contract Expiration Date]. In accordance with the terms of your agreement, please be advised that you are expected to complete all tasks and responsibilities by this date.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your contributions during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]