

Notification of Temporary Contract Termination

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are writing to formally notify you that your temporary contract with [Company Name] will be terminated effective [Termination Date]. This decision was made due to [reason for termination, e.g., project completion, budget constraints].

Please ensure that all outstanding tasks and responsibilities are completed by your final working day. Additionally, we request that you return any company property in your possession by that date.

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

Should you have any questions, feel free to contact [Contact Person's Name] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]