

# Non-Renewal Contract Advice

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, ZIP Code]

## **Subject: Non-Renewal of Contract**

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally inform you that, after careful consideration, we will not be renewing your contract which is set to expire on [Contract Expiration Date].

This decision is based on [brief reason for non-renewal, e.g., organizational changes, project completion, etc.]. We appreciate the effort and dedication you have put into your work during our collaboration.

Should you have any questions or require further clarification, please feel free to reach out to me directly.

Thank you again for your contributions, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]