

Non-Renewal of Employment Contract

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We hope this message finds you well. We are writing to formally notify you regarding the status of your employment contract with [Company Name].

After careful consideration, we regret to inform you that your current employment contract will not be renewed after its expiration on [Contract Expiration Date]. This decision is based on [brief reason, if applicable].

We appreciate the contributions you have made during your time with us and we wish you all the best in your future endeavors. If you have any questions or require assistance during your transition, please feel free to reach out to [Contact Person/HR Department].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]