

Contract Non-Renewal Notification

Date: [Insert Date]

To: [Partner's Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. This letter serves as formal notification regarding the non-renewal of our existing contract dated [Insert Contract Date]. After careful consideration, we have decided not to renew the agreement upon its expiration on [Insert Expiration Date].

We appreciate the partnership we have enjoyed and the contributions you have made during our time working together. We believe this decision will allow both parties to pursue new opportunities that align better with our respective goals.

Please feel free to reach out if you have any questions, or if there is anything further we can assist you with during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]