

Contract End Notification

Subject: Contract Completion Notice

Dear [Employee Name],

As your contract term approaches its conclusion, this letter confirms that your employment agreement with [Company Name] will expire on [Date] as originally specified.

We want to thank you for your professional contributions during this contract period. Your work on [specific projects] has been appreciated by the team and management.

Please coordinate with your supervisor regarding project handovers and final deliverables. HR will contact you about final paperwork and any applicable benefits continuation options.

If future opportunities arise that match your expertise, we will certainly consider you for contract renewal or permanent positions.

Thank you for your service,

[Project Manager Name]

[Department]

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