

Sample End Of Contract Notification Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position (if applicable)]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: End of Contract Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you that the current contract between [Your Company/Organization Name] and [Recipient's Company/Organization Name], which commenced on [Contract Start Date], is set to expire on [Contract End Date].

Over the course of the contract period, we have enjoyed a mutually beneficial business relationship, and we are grateful for the opportunity to work together. Throughout our collaboration, we have achieved [mention any specific accomplishments or projects completed under the contract], and I believe that this partnership has been instrumental in advancing the objectives of both our organizations.

As we approach the end of this contract term, I would like to express our sincere appreciation for the professionalism, dedication, and commitment demonstrated by your team throughout this partnership. Your contributions have been invaluable, and we look forward to the possibility of exploring future opportunities for cooperation.

Per the terms of the contract, this letter serves as a formal notice of non-renewal. We do not intend to extend the current agreement beyond its expiration date. Please review the contract for any specific provisions related to the conclusion of the agreement.

In the coming days, our representatives will reach out to discuss the necessary steps to facilitate a smooth transition and ensure the seamless completion of any ongoing projects or obligations.

Should you have any questions or require any additional information, please do not hesitate to contact us at [Your Email Address] or [Your Phone Number].

Once again, thank you for your support and collaboration throughout the contract period. We wish you and your organization continued success in all your endeavors.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]