

Formal notification to employee about end of contract

Subject: End of Contract Notification

Dear [Employee's Name],

This letter serves as formal notification that your employment contract with [Company Name], dated [Start Date], will conclude on [End Date], as per the terms originally agreed upon. Your position as [Job Title] will therefore officially end on that date.

We would like to thank you for your contributions to the company during your period of service. Your skills, efforts, and dedication have been highly appreciated, and we wish you continued success in your future endeavors.

Please coordinate with the HR department to complete all necessary exit procedures, including the return of company property and final settlement arrangements.

Sincerely,

[Your Name]

[Your Position]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-end-of-contract-notification-letter>