

Employee notifying employer of contract end

Subject: Notification of Contract End

Dear [Manager's Name],

I am writing to confirm that my employment contract with [Company Name], which began on [Start Date], is scheduled to end on [End Date]. As per the terms of the agreement, this will serve as my formal notification regarding the conclusion of the contract.

I appreciate the opportunity to work at [Company Name] and to contribute to its goals. I am grateful for the experience and skills I have gained here.

Please let me know the next steps regarding final clearance and any exit formalities.

Kind regards,

[Your Name]

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