

Official letter to contractor

Subject: End of Contract Notification

Dear [Contractor's Name],

We would like to formally inform you that your service contract with [Company Name], covering the period from [Start Date] to [End Date], will come to its natural conclusion on [End Date]. This notification confirms that the contract will not be renewed or extended.

We value the services you have provided during the contract period and thank you for your professionalism and dedication. Your work has been instrumental in helping us achieve our goals. Please ensure that all outstanding deliverables are completed before the end date, and coordinate with our accounts team for final payments.

Sincerely,

[Your Name]

[Your Position]

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