

Letter with option to extend contract

Subject: Contract End Notification and Extension Option

Dear [Recipient's Name],

We are writing to notify you that your contract with [Company/Organization Name], which started on [Start Date], is set to conclude on [End Date]. This letter serves as the formal end-of-contract notification.

However, we would like to discuss the possibility of extending the contract, should you be interested.

Please confirm your availability and willingness to continue so we can arrange a renewal.

If no agreement is reached, the contract will naturally end as scheduled.

Sincerely,

[Your Name]

[Position]

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