

Serious tone about non-renewal of contract

Subject: End of Contract – Non-Renewal Notice

Dear [Recipient's Name],

This letter serves as formal notice that your contract with [Company Name], effective from [Start Date] to [End Date], will not be renewed upon its conclusion. The decision to end the contract was made after careful consideration, and this notice fulfills our obligation to inform you in advance.

We appreciate your service during the contract term and acknowledge the efforts you have put forth.

Please ensure all responsibilities and obligations are completed before the contract end date.

Sincerely,

[Your Name]

[Your Position]

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