

Simple contract completion acceptance

Subject: Contract Completion Acknowledgment

Hi [Employee Name],

This email confirms that your contract with [Company Name] will conclude as scheduled on [Date].

Thanks for your great work on the [Project Name]. Everything has been completed successfully, and we're pleased with the results you delivered.

Your final payment will be processed by [Date], and we'll send you a completion certificate for your records.

Hope we can work together again in the future!

Best,

[Project Manager Name]

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