

Termination Letter for Contract Expiration

Subject: Termination of Contract Employment

Dear [Employee Name],

This letter serves as notification that your current employment contract with [Company Name], which expires on [Contract End Date], will not be renewed. Your employment will formally conclude on [Contract End Date].

We appreciate your efforts and contribution to our organization during this period and wish you all the best in your future endeavors.

Regards,

[Your Name]

[Designation]

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