Contract Termination Letter to Employee

[Company Logo]  
[Company Name]  
[Company Address]  
[City, State, Zip]  
[Date]

**To:**  
[Employee’s Name]  
[Contract Position]  
[Employee’s Address]  
[City, State, Zip]

**Subject: Notice of Contract Termination**

**Dear [Employee’s Name],**

This letter serves as formal notice that your contract with [Company Name] as a [Employee’s Job Title], dated [Contract Start Date], will not be renewed and is hereby terminated effective [Termination Date], in accordance with the terms outlined in the agreement.

**Reason for Non-Renewal:**  
The decision not to renew your contract has been made due to [reason for non-renewal]. We have valued your contributions and the decision was not made lightly.

**Final Payment:**  
You will receive your final payment, including any due benefits and compensation for unused leave, on [Date], as per the terms of your contract.

**Return of Company Assets:**  
Please ensure the return of all company property, including [list items], by your last working day.

**Confidentiality and Non-Compete:**  
We remind you of your ongoing obligations regarding confidentiality and, if applicable, non-compete clauses as per your contract.

**Thank You and Future Contact:**  
We want to thank you for your service to [Company Name] and wish you the best in your future endeavors. For any questions or further clarification, please contact [HR Contact Name] at [HR Contact Information].

**Sincerely,**

**[Your Name]  
[Your Position]  
[Company Name]  
[Your Contact Information]**