

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]