

Executive Notice of Non-Renewal of Employment Contract

Date: MM/DD/YYYY

Executive Name: Full Name

Position/TITLE: Position Title

Department: Department Name

Current Contract End MM/DD/YYYY

Date:

Dear Executive Name,

This letter serves as formal notice that **[Company Name]** has elected not to renew your current employment agreement ending on MM/DD/YYYY. This decision has been made after due consideration and in accordance with the terms set forth in your contract.

Please be assured that this decision is not a reflection of your performance, but rather based on the company's current needs and strategic direction. We are committed to supporting you during this transition process.

If you have any questions or wish to discuss this matter further, please contact

HR Contact Name at

HR Email or

HR Phone Number.

Authorized Signature: Signature

Name and Title: Name and Title

Date: MM/DD/YYYY

Note: This executive notice of non-renewal of employment contract form is provided as a sample template. Adapt to your organization's specific policies and consult with legal counsel where appropriate.