

Employee Notice of Non-Renewal of Contract

This **employee notice of non-renewal of contract form sample** serves as a formal document to inform employees about the decision not to renew their employment contracts. This form ensures clear communication and helps both parties understand the terms and timeline of contract termination. Utilizing a standardized sample promotes professionalism and compliance with labor regulations.

Employee Name:

Employee ID:

Department:

Position:

Contract End Date:

Date of Notice:

Notice Statement:

We regret to inform you that your employment contract with [Company Name] will not be renewed after its expiration on [Contract End Date]. This decision is final and was made after due consideration. You are requested to complete all outstanding work and comply with the exit procedures before the contract end date. Please contact HR for further clarification or assistance.

Manager/Supervisor Name:

Signature:

Date:

Employee Name:

Signature:

Date: