

## Notice of Non-Renewal of Employment Contract

**Date:** [Insert Date]

**To:** [Employee Name]

**Position:** [Employee Position]

**Department:** [Department Name]

Dear [Employee Name],

This letter serves as formal notice that your employment contract with [Company Name], which is due to expire on [Contract End Date], will not be renewed. Your employment with us will therefore terminate effective as of the contract end date.

This decision has been made after careful consideration and aligns with the agreed terms and conditions stated in your contract. We appreciate your contribution and professionalism during your tenure with [Company Name].

Please ensure that all company property is returned and that outstanding matters are settled before your departure. Should you have any questions regarding final pay, benefits, or other end-of-employment matters, please contact [HR Contact Name, Position, and Contact Information].

We wish you all the best in your future endeavors and thank you for your service.

Sincerely,

**[Supervisor/Manager Name]**

[Title]

[Company Name]

This **notice of non-renewal of employment contract template** sample provides a clear and professional format to inform employees of contract termination upon expiration. It ensures legal compliance while maintaining respectful communication. Use this template to effectively manage contract conclusions and avoid misunderstandings.