

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: FINAL NOTICE - Expiration of Fixed-Term Contract

Dear [Contractor Name],

This letter serves as the final formal notification that your fixed-term contract with [Company Name], which commenced on [Start Date], is scheduled to expire on [End Date].

As per our previous communications dated [Date of First Notice], we wish to confirm that your contract will not be renewed or extended beyond this date. Consequently, your engagement with the company will conclude at the close of business on [End Date].

Final Requirements:

- **Handover:** Please ensure all outstanding projects and documentation are transitioned to [Manager Name] by [Date].
- **Company Property:** All company-owned equipment (laptop, ID badge, keys, etc.) must be returned to the [Department Name] by your final day.
- **Final Invoice:** Please submit your final invoice for services rendered up to [End Date] no later than [Date] to ensure timely processing.

We would like to take this opportunity to thank you for your contributions during your tenure with [Company Name] and wish you the best in your future endeavors.

If you have any questions regarding the offboarding process, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]