

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: FINAL NOTICE: Expiring Independent Contractor Placement Renewal

Dear [Contractor Name],

This letter serves as a final notice regarding the expiration of your current independent contractor agreement with [Company Name], which is scheduled to end on [Expiration Date].

Our records indicate that we have not yet received a signed renewal agreement or a formal request to extend your current placement. Please be advised that without a fully executed renewal, your placement and access to company systems will conclude at the close of business on the date mentioned above.

If you intend to renew your contract, please complete the following actions by [Deadline Date]:

- Review the attached renewal terms.
- Sign and return the renewal agreement.
- Submit any updated compliance documentation required.

If you do not intend to renew, please contact [Manager/Department Name] immediately to begin the offboarding process and to coordinate the return of any company property.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]