

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: FINAL NOTICE - Expiration of Temporary Employment Contract

Dear [Employee Name],

This letter serves as a formal and final notice that your temporary employment contract with [Company Name] is scheduled to end on [Contract End Date].

As per the terms of your agreement, your employment will conclude on the aforementioned date. We wish to inform you that [Company Name] will not be offering a contract renewal or a transition to a permanent position at this time.

Please ensure that the following actions are completed by your final day:

- Return all company property, including keys, ID badges, and laptop equipment.
- Submit your final timesheet for approval by [Date].
- Complete any outstanding handover documentation as discussed with your supervisor.

Your final paycheck, including any accrued benefits as required by law, will be issued on [Date] via [Payment Method].

We would like to thank you for your contributions during your time with us and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]