

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

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

Subject: Notification of Fixed-Term Contract Completion and Assignment Closure

Dear [Employee Name],

This letter serves as formal notification that your fixed-term employment contract as [Job Title] with [Company Name] is scheduled to conclude on [Contract End Date].

As stipulated in your employment agreement dated [Start Date], your assignment was for a specific duration. Accordingly, your last day of employment will be [Last Working Date]. This completion of contract does not reflect on your performance, but is rather the natural expiration of the agreed-upon term.

Prior to your departure, please ensure the following actions are completed:

- Return all company property, including [Laptop, ID Badge, Keys, etc.].
- Complete all outstanding tasks and handover documentation to [Manager's Name].
- Submit your final timesheet and any pending expense claims by [Date].

Your final paycheck, including any accrued vacation pay and applicable benefits, will be processed on [Date] via [Payment Method]. Details regarding your benefits status following the contract end date are enclosed with this letter.

On behalf of [Company Name], I would like to thank you for your contributions during your assignment. We wish you the very best in your future professional endeavors.

Sincerely,

[Sender Name]
[Sender Title]
[Department Name]