

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

Subject: Notice of Contract Completion and Termination

Dear [Recipient Name],

This letter serves as formal notification that the contract between [Your Name/Company Name] and [Recipient Company Name], dated [Contract Start Date], will reach its scheduled completion on [Contract End Date].

As the agreed contract term is concluding, we do not intend to renew or extend the agreement at this time. Therefore, the contract will officially terminate effective [Contract End Date].

Regarding the finalization of our agreement:

- The final deliverables will be submitted by [Date].
- All company property and equipment will be returned by [Date].
- Final invoices should be submitted no later than [Date] for processing.

We appreciate the opportunity to have worked with you and wish you success in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]