

Subject: Feedback regarding your short-term contract - [Company Name]

Dear [Contractor Name],

Thank you for completing your short-term contract as a [Job Title] with [Company Name]. We appreciate the technical contributions you made during your time with us.

As part of our standard review process for contract-to-hire or project extensions, we evaluate cultural alignment alongside technical performance. At this time, we have decided not to extend your contract or transition the role into a permanent position.

While your skills in [Specific Technical Skill] are evident, we feel that our current team environment requires a different approach regarding [Communication Style/Collaboration Method/Workplace Value]. We believe your professional style may be better suited for an organizational culture that prioritizes [Alternative Work Style].

We appreciate the effort you put into the [Project Name] project and wish you the best of luck in your future endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]