

[overhead or insert address]

<<insert recipient name>>
<<address>>
<<address>>
<<post code>>

<<insert date>>

Dear <<insert name>>

Re: <<insert contract type>> fixed term contract

I am writing to you on <<insert date>> regarding the end of your fixed-term contract.

As discussed, your contract is about to come to an end without being renewed because it was for a fixed period. **NOTICE FOR END OF CONTRACT:** e.g. you will have completed your notice period with the Company **OR** the person whose role you were employed to fill [if you are returning to work]. We have considered alternative employment opportunities, but, unfortunately, have been unable to find a suitable alternative role for you.

As a result, your contract will end on <<state date>>. Your P45 will be forwarded to you, and your final salary payment will be made on the following day:

- Your final salary payment, including any accrued holiday pay, on the date of the termination of your employment
- A payment for any unused holiday entitlement.

You have the right to object to the termination of your contract. If you wish to do so, you should inform us in writing of your objection, stating your name and position>> within <<state time period>>, giving the reasons for your objection.

Please do not contact us with any queries or comments about this letter <<insert name and position>> at <<insert contact details>> if you have any queries or comments.

Yours sincerely

<<insert name of employer>>
For and on behalf of <<insert full name of employer>>