

## Non-Renewal of Contract Letter

[Your Company Name]

[Your Company Address]

January 10, 2050

Jordan Smith

Senior Marketing Specialist

[Your Company Name]

[Your Company Address]

Dear Jordan,

We are writing to inform you that, following a comprehensive review, [Your Company Name] has decided not to renew your employment contract. As outlined in your agreement dated February 1, 2049, your current contract will conclude on January 31, 2050.

This decision is based on a shift in strategic priorities that impacts departmental staffing and resources. Please understand that this decision does not reflect your performance, which has been consistently valuable to our team. Rather, it aligns with broader organizational restructuring in the upcoming fiscal period.

As of the contract end date, January 31, 2050, all associated duties, responsibilities, and benefits under this contract will conclude. We kindly request that any remaining tasks, including the transfer of key projects and contacts, be completed by January 25, 2050.

We truly appreciate the dedication and expertise you have brought to [Your Company Name] over the past year. Your contributions have been meaningful, and we wish you great success in your future endeavors. Should you have any questions or need support during this transition, please reach out to me directly at [Your Email] or contact our Human Resources department at [Your Company Number].

Thank you once again for your hard work and commitment.

Sincerely,

*Signature*

# Sample Vendor Contract Non Renewal Letter

**Yi-Tong Ma**



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