[Company Name]  
[Address: city, state, zip etc.]  
[Contact or tagline]  
[Website/other]

Re. Reminding the Soon-Expiring Teaching Contract at Miller Literary Academy with Reference to the Contract Notice 123-01

Dear Oliver,

This is Emily Cromwell from Miller Literary Academy. I am penning to remind you of the expiry of the teaching contract which was signed between you and MLA (Miller Literary Academy).

We hired you for the teaching services of American Novelists to the aspiring students of the academy for a mentioned period of one year. The tenure of the contract that was documented officially was 20-02-20XX to 20-01-20XX. This contract has been ordered not to stretch the contract and stick strictly to the officially documented clauses.

In the wake of the above-mentioned details, I hereby inform you on an official status that your contract is going to end/expire on 20-01-20XX.

The purpose of reminding the expiry of the contract is to make sure that you know that the contract is not extendable and to serve as a message for you to look for other career opportunities for yourself. This contract will be ended by paying you a stipend of $500 as a reward for your services added to your formal salary. This is to remind you that the contract serves no right of pension, health insurance, or any other termination/resignation benefits.

Moreover, you will be given a certificate of excellent services along with an admiring experience letter on the day of your contract-end. In the end, I would love to admire you for your competent work and dedication in your struggle to inculcate and illuminate the minds of the students with American authors and their works. Your services shall always be remembered. For more, please write to the admin at [email]. Thank you.

Regards

Emily Cromwell  
The Coordinator  
Miller Literary Academy  
23-C Ad-on Metro Station, Chicago, USA