**Date:**

**To**

**[The Recipient]  
[Designation]  
[Company Name]**

**Re. Contract Non-Renewal for [X]**

Dear Sir, I am [NAME] and I have been working in this company since 20XX on a contract basis with reference to contract no. [#] w.r.t ad. No. [#]. According to this contract, I was recruited as an [POST] on a contract of fifteen months which was likely to renew itself without notice if not terminated by notice. I have worked for fifteen months, and this contract comes to its expiry on [DATE]. The contract is likely to be renewed without notice, therefore, I notify my termination from the contract before the new session starts.

Sir, I worked as a [POST] for fifteen months and got the chance to learn a lot from my seniors. This working capacity was totally different from the traditional learning I got previously. Therefore, I would just say that the learning margin in this company was very high. But I am concerned for my career in the permanent development as an employee. Moreover, I have a few opportunities to work as a permanent employee in a few notable organizations that are doing excellent in technology and software.

Therefore, I believe I should terminate the contract with respect to point 07 (a) of the contracts according to which an employee has complete authority to terminate the contract after completing one session. As one session completes on [DATE], I request you to follow all the formalities to complete the procedure.

I have enclosed all the required documents for your convenience. I shall be thankful if you respond to me with an acknowledgment by writing. Thank you.

Regards.

[Your Name]  
[Designation]