**Date:**

**To**

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

**Re. Contract Termination/Non-Renewal**

Dear Sir/Madam,

This letter concerns my contract on which I was recruited as a [DESIGNATION]. Today, the contract expires and tends to be renewed by itself without notice, therefore, I am writing this letter to notify the end of the contract.

I was recruited as an [X] on a contract basis regarding contract no. [X]. The contract duration was settled into annual renewals. It means to say that the contract shall be renewed by itself if not terminated without notice which means the employee has to continue working under section [x] of this contract without any intrusion or alteration in the contract. Point [x] of bullet [x] states that an employee can terminate the contract at the time of its expiry by providing notice and submitting it to the [POST]’s office.

I have a few job offers from some notable firms and organizations that have just started technology and software management as their counterparts. They require eligible graduates for different positions. They are giving chance to get a permanent job with other benefits that I cannot negate. To pursue the mentioned opportunity, I have bid farewell to this contact and pursue my career in a permanent career.

Therefore, I have drafted this letter as a notification to end the contract. As I am in full authority to terminate the contract at the time of its expiry [DATE], I believe no approval is needed to terminate the contract.

Therefore, I request you to acknowledge the non-renewal of the contract. Getting no response shall be assumed as an acknowledgment too.

I request you to clear all my due remaining till [DATE] so that no hindrance in the termination is left. I am thankful to you for your coordination in previous months in which you provided me chances to learn a lot and experience software management. I have some other recommendations if you need an eligible candidate for my replacement. Please contact me on [PHONE] or [EMAIL] to get along with the new recruitment. Thank you.

[Your Name]  
[Designation]