End of contract email

Send it at least the notice period your contract requires, and as a rule two to four weeks before the end date even when the contract says nothing. For a renewal or extension offer, send it four to six weeks out so the person can plan.

FIXED-TERM EMPLOYEE: NON-RENEWAL

Subject: Your contract end date: [End Date]

Hi [First Name],

I'm writing to confirm that your fixed-term contract as [Job Title], which began on [Start Date], will end as scheduled on [End Date]. We won't be renewing it, because [brief reason, e.g. the system migration project it was created for finishes this month].

This is about the role, not your performance. [Manager Name] has told me how much the team relied on you, particularly for [specific contribution].

What happens next:
- Last working day: [End Date]
- Final pay: [Final Pay Date], including [any accrued PTO or completion bonus as per your contract]
- Benefits: coverage ends on [Coverage End Date]. COBRA information will come separately from [Benefits Administrator].
- Equipment: please return [items] to [Person] by [End Date].

I'm glad to provide a reference, and we'd be happy to hear from you if you see another opening with us.

Thank you for your work.

[Your Name]
[Title], [Company]

INDEPENDENT CONTRACTOR: AGREEMENT ENDING

Subject: Wrapping up our agreement on [End Date]

Hi [First Name],

This is to confirm that our [consulting / services] agreement dated [Agreement Date] will end on [End Date], as set out in [section or term of the agreement]. We won't be extending it at this point.

To close things out:
- Please send your final invoice for work through [End Date] by [Invoice Deadline]. We'll pay it within [Payment Terms] as agreed.
- Please hand over [deliverables, files, documentation] to [Contact Name] by [Date].
- Your access to [systems] will end on [Access End Date].
- The confidentiality terms in section [Number] continue after the agreement ends.

Thank you for the quality of work on [project]. If our needs change, I'll be in touch.

[Your Name]
[Title], [Company]

OFFERING AN EXTENSION

Subject: Extending your contract beyond [End Date]

Hi [First Name],

Your current contract as [Job Title] ends on [End Date], and we'd like to extend it to [New End Date].

The terms would stay the same, [or note changes, e.g. with a pay rate of $[Rate] per hour]. [Manager Name] is especially keen to keep you on [project or team].

Could you let me know by [Reply Deadline] whether you'd like to continue? If yes, I'll send the extension agreement for e-signature the same day.

Happy to talk it through if you have questions.

[Your Name]
[Title], [Company]

SHORT CONFIRMATION

Subject: Confirming your contract end date

Hi [First Name],

Just confirming that your contract ends on [End Date] as planned. Your final pay will be on [Final Pay Date], and [Person] will collect your [badge and equipment] on your last day.

Thank you for your work these past [Number] months.

[Your Name]
[Company]

SUBJECT LINE IDEAS

- Your contract end date: [End Date]
- Your fixed-term contract ending on [End Date]
- Contract non-renewal: next steps
- Wrapping up our agreement on [End Date]
- Extending your contract beyond [End Date]

• Confirming your contract end date

• Contract expiry notice for [First Name]

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. A reminder that your contract ends on [End Date]. I've emailed details on final pay and equipment return. Thank you for your work with the team, and call me at [Phone Number] with any questions.

Placeholders to replace: [First Name], [Job Title], [Start Date], [End Date], [New End Date], [Final Pay Date], [Coverage End Date], [Benefits Administrator], [Agreement Date], [Invoice Deadline], [Payment Terms], [Access End Date], [Reply Deadline], [Rate], [Manager Name], [Contact Name], [Phone Number], [Your Name], [Title], [Company]