

# Resignation Letter for Renewal Refusal of Contract Employment

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision not to renew my employment contract with [Company/Organization Name], which is set to expire on [Contract End Date]. After careful consideration, I have decided to pursue new opportunities and will not be seeking renewal of my current contract position.

I am grateful for the experience and opportunities I have gained while working with [Company/Organization Name]. I appreciate the support from management and my colleagues during my tenure here.

Please let me know if there are any steps I need to take to ensure a smooth transition as my contract period comes to an end. I am committed to fulfilling all my obligations until the conclusion of my contract and will do my best to assist in the handover of my responsibilities.

Thank you for your understanding.

Sincerely,  
[Your Name]