Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the \_\_\_\_\_\_ Contract

Dear \_\_\_\_\_\_ (Name of the Recipient)

I am writing this letter to inform you about the termination date of your contract with the \_\_\_\_ Company. As the termination date is near, I would like to take a moment to thank you for being associated with our company for 2 years and giving the best services. You have been an asset to us and we were truly blessed to have you as a part of our \_\_\_\_ Team. We appreciate your work ethics and professionalism. You have not delayed even a single project during the period of your contract and have delivered all assignments before the deadline. Your work is commendable and we are pleased to have been associated with you.

Looking at your work, we would also like to extend an offer of renewing the contract and having you with us for the period of next 5 years. Please let us know if you would be interested in renewing the contract and being associated with us. Looking forward to hearing from you soon.

Sincerely,

(Signature)

Sender’s Full Name