

Sample Letters

Employment Contract Rejection Letter

By letters321 | December 8, 2014

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An employment contract rejection letter is a letter which is used by a company to reject the offer of an employment contract or extension of an employment contract which is sent by an employee. The letter must state the reason for the rejection and should be framed in a professional and formal tone. A sample is provided below for your reference.

Sample Employment Contract Rejection Letter:

To,

Mark Anthony,

Marketing executive, Marketing department

White and Red advertising firm

D-56, Peterson enclave, Jobs road

Bridgestone, London

United Kingdom

Date: 5th May 2014

Subject: employment contract rejection letter,

Dear Mr. Mark,

I am writing this letter to you in response to your employment contract extension request letter which you sent earlier this week to the HR department. The company has decided not to extend the employment contract.

Your employment contract extension has been rejected because the company doesn't see you fit to continue as a marketing executive for this firm. The original contract was valid between 10th June 2013 to 10th June 2014 and this shall remain the period of your employment in this firm. You will be required to leave the company and the position before 10th June as per the terms and conditions. Your performance has been decent but the company is cutting down on jobs and thus cannot extend more jobs in the marketing department.

If you have any queries, doubts or questions, feel free to visit the HR department and meet me.

Thanking you

Yours sincerely

Jenna Anderson

HR Manager

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