

[Your Name]
[Your Company Name]
[Your Address]
[Date]

[Client Name]
[Client Company Name]
[Client Address]

Re: Notice of Assignment Completion - [Project Name/Contract Number]

Dear [Client Contact Person Name],

This letter serves as formal notification regarding the conclusion of my assignment with [Client Company Name]. Per our recent discussion and your request to conclude the services, my final day of work will be [Last Working Date].

To ensure a smooth transition, I will complete the following tasks before my departure:

- [Task 1: e.g., Finalizing pending reports]
- [Task 2: e.g., Handing over project documentation]
- [Task 3: e.g., Training a replacement or team member]

Please let me know if there are any specific handover procedures or exit formalities you would like me to follow. I will return all company property, including [Key Cards/Laptops/Materials], on or before my final day.

I have enjoyed working with your team and appreciate the opportunity to have contributed to [Project Name]. I wish [Client Company Name] continued success in the future.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]