

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Assignment Termination - Facility Closure

Dear [Employee Name],

We are writing to formally notify you that your current assignment at [Client Facility Name] will be terminated effective [Last Working Date].

This decision is the result of the permanent closure of the [Client Facility Name] located at [Facility Location]. As the facility is ceasing all operations, your position at this specific site is being eliminated.

Please note the following details regarding your departure:

- **Final Paycheck:** Your final wages, including any accrued benefits as per company policy, will be issued on [Date] via [Payment Method].
- **Equipment Return:** Please return all company property, including ID badges, keys, and equipment, to [Department/Person] by [Time] on your last day.
- **Future Opportunities:** Our staffing team will review available openings at other client locations to determine if there is a suitable reassignment for you.

We thank you for your hard work and your contributions during your time at this facility. If you have any questions regarding your benefits or transition, please contact the HR department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]