

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Assignment End and Termination of Employment

Dear [Employee Name],

Please be advised that due to a strategic organizational restructuring at [Client Name], your current assignment is scheduled to conclude on [Last Date of Assignment].

As a result of this restructuring and the conclusion of this assignment, we regret to inform you that your employment with [Company Name] will be terminated effective [Final Termination Date].

Regarding your final compensation and benefits:

- Your final paycheck, including all hours worked up to [Final Date], will be issued on [Pay Date].
- Payment for accrued but unused vacation time will be processed per company policy.
- Information regarding your benefit coverage and COBRA options will be sent to your personal email address.

Please return all company and client property, including laptops, ID badges, and keys, to [Department/Location] by [Return Date].

We thank you for your contributions during your assignment and wish you the best in your future professional endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]