

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Subject: Notice of Immediate Assignment Termination

Dear [Employee Name],

This letter serves as formal notification that your current assignment at [Client Company Name] is terminated, effective immediately, [Insert Date].

This decision is based on a direct instruction from the client to end the assignment at this time. This termination pertains specifically to your current assignment and is not necessarily a reflection of your overall standing with [Staffing Agency/Employer Name].

Next Steps:

- Please return all client-provided property, including security badges, laptops, and keys, to [Location/Person] by [Time/Date].
- Finalize and submit your final timesheet for approval by [Time/Date].
- Contact your HR representative at [Phone Number/Email] to discuss your employment status and potential future opportunities.

We thank you for the work performed during this assignment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]