

To: [Department Name/HR/Payroll]

From: [Account Manager Name]

Date: [Current Date]

Subject: Internal Notification: Client-Requested Assignment Termination -
[Contractor/Employee Name]

Dear Team,

This letter serves as formal notification that **[Client Name]** has requested to terminate the current assignment for **[Contractor/Employee Name]**.

Termination Details:

- **Employee ID:** [ID Number]
- **Last Working Day:** [Date]
- **Termination Effective Date:** [Date]
- **Reason Provided by Client:** [e.g., Project completion, budget cuts, performance, etc.]

Action Items:

- **IT/Security:** Revoke systems access and deactivate credentials effective [Time/Date].
- **HR:** Conduct exit interview and process final paperwork.
- **Payroll:** Process final payment including any accrued leave or expenses as per the contract.
- **Operations:** Confirm return of company-owned equipment (laptop, badge, etc.).

Please update the internal database to reflect this change in status. If you have any questions regarding this transition, please contact me directly.

Regards,

[Signature]

[Job Title]