

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Shift Cancellation and Assignment Termination

Dear [Employee Name],

We are writing to formally notify you that [Client Name] has requested the immediate cancellation of your upcoming shifts and the termination of your current assignment at their facility, effective [Date].

Please note the following details regarding your final shifts:

- **Last Day of Work:** [Date]
- **Cancelled Shifts:** [List Dates/Times]

This decision was made at the specific request of the client and is not necessarily a reflection of your standing with [Company Name]. Your employment remains active with our agency, and we will contact you regarding future opportunities as they become available.

Please ensure that any property belonging to the client (badges, keys, or equipment) is returned to [Location] by [Date/Time]. Your final pay, including any hours worked up to the termination point, will be processed on [Date].

If you have any questions regarding this notification, please contact your supervisor or the HR department at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]