

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Assignment Termination

Dear [Employee Name],

This letter is to formally notify you that your current assignment with [Client Name] will conclude on [Last Working Day Date].

This termination is at the formal request of the client. Please note that this decision is based on the client's current business requirements and is not a reflection of your individual performance or conduct.

Regarding your next steps:

- Please ensure all company property, including badges, laptops, and keys, are returned to [Location/Person] by [Date].
- Submit your final timesheet for approval no later than [Date].
- Contact your Talent Manager at [Phone Number/Email] to discuss potential future assignments and your availability.

We appreciate the contributions you made during this assignment and look forward to the possibility of working with you on a future project.

Sincerely,

[Your Name]

[Your Title]

[Company Name]