

Date: [Date]

To: [Contact Name]
[Staffing Agency Name]
[Agency Address]

Subject: Notice of Assignment Termination - [Temporary Worker Name]

Dear [Contact Name],

This letter is to formally notify you that [Client Company Name] will be ending the temporary assignment for [Temporary Worker Name], effective [Last Working Date].

The reason for this termination is [Reason: e.g., completion of project / reduction in workload / performance issues / organizational changes].

We request that you inform the worker of this change. Please ensure that all company property, including [Keycards / Laptops / Equipment], is returned to our office by the end of their final shift.

Please send the final invoice for this assignment to our accounting department by [Date].

Thank you for your assistance in providing staffing services for this project.

Sincerely,

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