

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Re: Notice of Early Termination of Temporary Placement

Dear [Client Contact Name],

This letter serves as formal notification that [Agency Name] will be terminating the temporary placement of [Employee Name] at [Client Company Name], effective [Last Working Date].

While we strive to ensure all placements reach their scheduled conclusion, this decision has been made due to [Reason for Termination, e.g., internal restructuring / unforeseen circumstances / breach of contract terms].

We understand that this may impact your current operations. We are committed to minimizing any disruption and are prepared to [Offer Solution, e.g., provide a replacement candidate immediately / assist with the transition of current tasks].

Please let us know the final hours worked by [Employee Name] up to the termination date to ensure accurate final invoicing. We will handle all final payroll and administrative requirements for the employee.

Thank you for your understanding and for your continued partnership with [Agency Name]. We look forward to discussing how we can further support your staffing needs.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]