

[Your Name]
[Your Title]
[Company Name]
[Date]

[Staffing Agency Name]
[Agency Contact Person]
[Agency Address]

Re: Termination of Temporary Assignment for [Temporary Employee Name]

Dear [Agency Contact Person],

I am writing to formally notify you that [Company Name] will be ending the temporary placement of [Temporary Employee Name], effective [Last Day Date].

While the original assignment was scheduled to conclude on [Original End Date], we have decided to move forward with an early termination due to [Reason: e.g., completion of the project / restructuring of the department / performance issues / budget adjustments].

Please ensure that the temporary employee is informed and that all final timecards are submitted by [Date/Time] for processing. We will ensure that any company property held by [Temporary Employee Name] is collected before their departure.

Thank you for your assistance in providing staffing support. We look forward to working with your agency again in the future.

Sincerely,

[Your Signature]
[Your Printed Name]