

[Date]

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

Re: Notice of Immediate Early Termination of Temporary Placement

Dear [Contact Name at Agency],

Please accept this letter as formal notification that we are terminating the temporary placement of [Temporary Employee Name] at [Company Name], effective immediately, [Date].

Due to this immediate termination, the temporary employee's last day of work is [Date]. We request that you notify the individual and handle all final administrative and payroll requirements as per our service agreement.

The reason for this early termination is [Reason - e.g., completion of project / mismatch of skills / violation of company policy].

Please confirm receipt of this notice and provide any necessary closing documentation. We will ensure that any company property held by the temporary employee is collected or returned.

Thank you for your cooperation.

Sincerely,

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