

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

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Notification of Assignment Closure and Contract Completion

Dear [Candidate Name],

This letter serves as formal notification that your contract assignment as [Job Title] with [Client Name/Department] is scheduled to conclude on [End Date].

We would like to take this opportunity to thank you for your contributions during this assignment. Your hard work and professionalism have been greatly appreciated.

Regarding the closure of your assignment, please note the following instructions:

- **Final Timesheet:** Please ensure your final timesheet is submitted and approved by [Date].
- **Company Property:** Please return all company equipment (laptop, ID badge, keys, etc.) to [Location/Person] by [Time] on your last day.
- **Final Payment:** Your final compensation, including any outstanding expenses, will be processed on [Pay Date] via [Payment Method].

As your contract comes to an end, we would like to keep in touch regarding future opportunities that align with your skills and experience. Please let us know if your contact information or availability changes.

We wish you the very best in your future professional endeavors.

Sincerely,

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