

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

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

RE: Notice of Assignment Completion and Contract Closure

Dear [Contractor Name],

This letter serves as formal notification that the assignment for [Project Name/Description], as outlined in the contract dated [Contract Start Date], is now considered complete as of [Completion Date].

We have reviewed the final deliverables and confirm that they meet the agreed-upon specifications. Consequently, the professional relationship for this specific project is now officially closed.

Please ensure that the following closing actions are completed by [Final Deadline Date]:

- Submission of the final invoice for outstanding balances.
- Return of all company property, including keys, ID badges, and equipment.
- Transfer of all final project files, data, and login credentials.
- Destruction or return of any confidential information as per the non-disclosure agreement.

We appreciate your contributions to this project and thank you for your services. We will keep your contact information on file for potential future opportunities.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]