

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

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

Subject: Notification of Contract Completion and End of Assignment

Dear [Employee Name],

This letter serves as formal notification that your current assignment as [Job Title] with [Company Name] will conclude on [End Date] due to the completion of the contract term.

We would like to thank you for your contributions during this period. Your efforts in [Specific Project or Task] have been appreciated by the team.

Please ensure that all company property, including [Key Cards, Laptops, Documentation, etc.], is returned to [Department/Person] by [Time] on your final day. Regarding your final compensation, you will receive your last paycheck on [Date], which will include payment for all hours worked up to the completion date.

Should you require a reference or have questions regarding your transition, please contact the Human Resources department at [Phone Number/Email].

We wish you the best in your future professional endeavors.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]