

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

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

**Subject: Notification of Final Assignment Completion and Contract Expiration**

Dear [Recipient Name],

This letter serves as formal notification that your current assignment regarding [Project Name/Assignment Title] is scheduled to conclude on [End Date]. In accordance with the terms of our agreement dated [Contract Start Date], your contract will officially expire on [Expiration Date].

Please ensure that all final deliverables, reports, and company property-including keys, badges, and electronic equipment-are submitted to [Department/Contact Person] no later than [Time] on your final day.

Regarding final compensation, your last payment will include all hours worked up to the expiration date and will be processed on [Date] via [Method of Payment].

We appreciate your contributions during this period and thank you for your professional service. We wish you the best in your future endeavors.

Sincerely,

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