

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

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

**Subject: Notification of Assignment Completion and Contract Closure**

Dear [Contractor Name],

This letter serves as formal notification that the project/assignment regarding [Project Name/Description] under the contract dated [Contract Start Date] has been successfully completed 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 assignment is now considered closed.

Regarding final administrative steps:

- **Final Payment:** Your final invoice #[Invoice Number] in the amount of \$[Amount] has been received and is scheduled for payment on [Date].
- **Company Property:** Please ensure all company equipment, software keys, or identification badges are returned by [Return Date].
- **Confidentiality:** We remind you that the confidentiality and non-disclosure obligations outlined in your initial agreement remain in effect following the termination of this assignment.

Thank you for your contributions and the quality of work provided during this term. We will keep your contact information on file for potential future opportunities that align with your expertise.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]