

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

[Recipient Name]
[Recipient Title]
[Client/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Contract Completion and Assignment Closure

Dear [Recipient Name],

This letter serves as formal notification that the services provided under Contract [Contract Number/Reference], dated [Start Date], have been successfully completed as of [Completion Date].

All deliverables outlined in the Scope of Work have been submitted and, where applicable, approved. Consequently, this assignment is now considered closed. Please find the final invoice attached for your review and processing.

As part of the closure process, please ensure that:

- All company-provided equipment or badges are returned by [Date].
- Access to internal systems and databases is revoked effective [Date].
- Any outstanding proprietary documentation is handled according to our non-disclosure agreement.

It has been a pleasure working with your team on this project. Should you require further assistance or wish to discuss future collaborations, please do not hesitate to contact me.

Sincerely,

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