

[Date]

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

Subject: Notice of Placement Assignment Closure and Contract Completion

Dear [Employee Name],

This letter serves as formal notification that your placement assignment with [Client Company Name] will officially conclude on [End Date]. This closure is due to the successful completion of the project and the fulfillment of your contractual obligations.

Please note the following details regarding the completion of your contract:

- **Final Working Day:** Your last day of active duty will be [Date].
- **Return of Property:** Please return all company-issued equipment, including [ID badges, laptops, keys, and documents], to [Department/Person] by [Time] on your final day.
- **Final Compensation:** Your final paycheck, including any accrued benefits or outstanding expenses, will be processed on [Date] via [Payment Method].
- **Handover:** Ensure that all pending tasks and documentation are handed over to [Supervisor Name] prior to your departure.

We would like to take this opportunity to thank you for your contributions during this assignment. Your professionalism and hard work have been greatly appreciated by both [Staffing Agency Name] and [Client Company Name].

We wish you the best in your future endeavors. Should you have any questions regarding your benefits or transition, please contact the Human Resources department at [Phone Number] or [Email Address].

Sincerely,

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