

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Notification of Successful Contract Completion

Dear [Candidate Name],

This letter serves as formal confirmation that your contract assignment with [Client Company Name] as a [Job Title] has been successfully completed as of [End Date].

We would like to take this opportunity to thank you for your hard work and professional conduct throughout this placement. Your contributions were greatly valued by the team at [Client Company Name], and we are pleased to close this placement on such a positive note.

Regarding your transition:

- **Final Documentation:** Please ensure all final timesheets are submitted by [Date].
- **Equipment Return:** Please confirm that all company property has been returned to [Location/Person].
- **Future Opportunities:** Your profile remains active in our database, and we look forward to discussing future openings that align with your skills.

We wish you the very best in your next professional endeavor. Please do not hesitate to contact us at [Phone Number] or [Email Address] if you require a formal reference or have questions regarding your final payroll.

Sincerely,

[Your Name]

[Your Title]

[Agency/Company Name]