

[Current Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Subject: Notice of Assignment Closure and Contract Fulfillment

Dear [Recipient Name],

This letter serves as formal notification that your temporary assignment with [Company Name] as a [Job Title] is scheduled to conclude on [End Date].

This closure is a result of the successful completion of the project and the fulfillment of the terms outlined in your temporary employment contract. Please ensure that all pending tasks are finalized and that a handover of your current responsibilities is completed by your final day.

On or before [End Date], please return all company property, including keys, security badges, laptop computers, and any other materials belonging to [Company Name].

We would like to thank you for your contributions during this assignment. We wish you the best in your future professional endeavors.

Sincerely,

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